



City of Jacksonville Beach

Agenda

11 North Third Street
Jacksonville Beach, Florida

City Council

Tuesday, January 20, 2026

6:00 PM

Council Chambers

MEMORANDUM TO:

The Honorable Mayor and
Members of the City Council
City of Jacksonville Beach, Florida

The following Agenda of Business has been prepared for consideration and action at the Regular Meeting of the City Council.

OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- A. Council Briefing held on December 8, 2025
- B. Regular City Council Meeting held on December 15, 2025

APPROVAL OF THE AGENDA

ANNOUNCEMENTS

COURTESY OF THE FLOOR TO VISITORS

CONSENT AGENDA

- A. Accept the Monthly Financial Reports for the Month of December 2025
- B. Approve the Scope of Work from Garland/DBS, Inc., to make structural steel repairs at the Golf Course Cart Barn for an amount not to exceed \$47,290
- C. Approve City-Produced Special Events for Calendar Year 2026
- D. Approve the City Manager's Annual Performance Evaluation and award a 3% annual increase to the City Manager
- E. Adopt the 2026 Revised Municipal Comprehensive Emergency Management Plan
- F. Approve a Memorandum of Agreement with the State of Florida, Department of Health, Duval County Health Department for medications and associated medical supplies in the event of public health emergencies and authorize the City Manager to execute the same

MAYOR AND CITY COUNCIL

CITY CLERK

CITY MANAGER/NEW BUSINESS

- A. Approve/Disapprove the purchase of 31 New TASER 7s utilizing reserves from the Federal Equitable Sharing Trust Fund

RESOLUTIONS

ORDINANCES

- A. Adopt/Deny Ordinance No. 2026-8231 on the second reading amending the City Code of Ordinances Chapter 20 Parks and Recreation, Article III Use Regulations and Article IV Park Rules and Regulations to make corrections and add a Section to provide codified local rules, regulations, and enforcement provisions concerning the City's parks and recreation
- B. Adopt/Deny Ordinance No. 2026-8232 on the second reading amending Chapter 34, Article VII, Division 2 "SUPPLEMENTAL STANDARDS" by creating a new Section 34-733 "Requests for accommodation" from the City's Land Development Code

ADJOURNMENT

NOTICE

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk or to the recording secretary prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience.

If you are a person with a disability who needs an accommodation to participate in a meeting, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator by phone 904-712-6297 or submit an [Accommodation Request](#) to the ADA Coordinator as far in advance of the meeting as possible; preferably 7 days but no less than 2 business days, before the meeting. If you are hearing or voice impaired, please call Florida Relay at 711 for assistance.

**Minutes of City Council Briefing
Monday, December 8, 2025 – 5:30 P.M.
City Hall 1st Floor Conference Room
11 North 3rd Street, Jacksonville Beach, FL**



The Council Briefing began at 5:30 P.M.

The following City Council Members were in attendance:

Mayor: Christine Hoffman

Council Members: Sandy Golding Bill Horn (late) Dan Janson
Greg Sutton (late/left early) John Wagner (late) Bruce Wouters

Also present were Director of Beaches Energy Allen Putnam, Community Redevelopment Agency (CRA) Coordinator Taylor Mobbs, Director of Public Works Dennis Barron, Communications Manager Jacob Board, and City Attorney David Migut.

Purpose of Briefing

The purpose of the Briefing was to update the Council Members about ongoing items in the City.

City Manager

Neptune Beach Franchise Agreement

City Manager Mike Staffopoulos and Director of Beaches Energy Allen Putnam provided an overview of the proposed franchise agreement between the City of Jacksonville Beach, doing business as Beaches Energy Services, and the City of Neptune Beach. General Counsel for the Florida Municipal Power Agency, Jody Finklea, and City Manager for Neptune Beach, Ricky Pike, reviewed the provisions and the key updates [on file].

A conversation ensued regarding the proposed franchise agreement.

It was the consensus of the Council for staff to move forward with the proposed franchise agreement, and the Council agreed to consider adoption by resolution pending Neptune Beach's final approval.

CRA Structure

Mr. Staffopoulos introduced the discussion as part of Priority #1 from the March 2025 Council Retreat related to downtown revitalization, seeking clarification on whether changes to the CRA structure were needed to better leverage resources.

CRA Coordinator Taylor Mobbs provided information on the current CRA structure and recent project challenges, noting delays were largely related to contractor performance and learning curves rather than governance.

A conversation ensued about identifying best practices to improve efficiency and accelerate project delivery.

It was the consensus of the Council to maintain the current CRA structure and requested staff to explore operational improvements and best practices to support downtown revitalization.

CRA Code Enforcement

Ms. Mobbs introduced the discussion as a follow-up to the March 2025 Council Retreat, which focused on developing an action plan to revitalize the downtown area, including consideration of increased code enforcement in the downtown district.

A conversation ensued regarding citation-based enforcement models, coordination with Police and Code Enforcement, and the importance of balancing enforcement with City accountability.

It was the consensus of the Council to support further CRA review of downtown-focused code enforcement options, and the Council requested recommendations be brought back for consideration.

FDOT Initiatives

Mr. Staffopoulos introduced Florida Department of Transportation (FDOT) initiatives, including pedestrian crossing improvements along A1A, a potential roundabout at the JTB/Marsh Landing Parkway intersection, and a preliminary A1A corridor redesign. Director of Public Works Dennis Barron explained the City's role was limited to coordination and support, as the roadways are within FDOT right-of-way.

A conversation ensued regarding the three FDOT Initiatives. It was the consensus of the Council to support prioritizing a pedestrian crossing at 5th Avenue South along A1A and support the installation of a roundabout at the JTB offramp at Marsh Landing Boulevard. Additionally, the Council requested more information and/or a presentation on the proposed A1A mobility improvements as the project enters FDOT's work program.

Sea Turtle Protection Communication

Mr. Staffopoulos introduced the item following prior Council direction to improve coordination and proactive outreach ahead of nesting season. Communications Manager Jacob Board outlined plans for early messaging, coordination with Beaches Energy Services, Beaches Go Green, and Beaches Sea Turtle Patrol, and expanded outreach to condominiums and short-term rentals using cost-effective educational materials.

It was the consensus of the Council to move forward with a coordinated, proactive sea turtle protection communication effort for the upcoming nesting season.

Committee Assignment Report

Council Member Golding provided updates from a recent Florida League of Cities (FLC) Municipal Operations Committee meeting and Advocacy Committee meeting.

Council Member Wagner provided an update from the recent FLC Finance and Taxation Committee meeting.

Council Member Sutton provided an update from the recent FLC Intergovernmental Relations, Mobility, and Emergency Management Committee meeting.

Council Member Janson provided an update from the recent FLC Development, Code Compliance, and Redevelopment Committee meeting.

Council Member Horn provided an update from the recent FLC Utilities, Natural Resources, and Public Works Committee meeting.

Miscellaneous City Manager's Items

Mr. Staffopoulos asked the Council for their preference on the day of the week for a future Council Retreat. A conversation ensued, and the Council's consensus was to hold the retreat on a Friday.

Mr. Staffopoulos advised the Council an item will be included on the upcoming Council meeting consent agenda to accept public infrastructure for the North Beach Townhomes project, related

to approved right-of-way improvements, with a warranty bond in place. Mr. Barron provided additional clarifying information.

Future Briefing Topics

Mr. Staffopoulos distributed the City Council briefing calendar [on file] for January through April and noted a Special Council Briefing scheduled in March for the Annual Financial Reports Audit.

Mayor Hoffman reminded Council Members of the upcoming City Manager annual review and encouraged the timely submission of comments. Ms. Hoffman also invited Council Members to attend the December 16th Annual City holiday luncheon and shared a request from American Legion Post 129 for a Council Member to serve as a judge for a December 20th high school oratory contest.

The Briefing adjourned at 7:45 P.M.

Submitted by: Jodilynn Byrd
Deputy City Clerk

Approved:

Christine H. Hoffman, MAYOR

Date: _____

**Minutes of Regular City Council Meeting
held Monday, December 15, 2025 at 6:00 P.M.
in the Council Chambers, 11 North 3rd Street,
Jacksonville Beach, Florida**



OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG

Council Member Janson provided the invocation, followed by the Pledge of Allegiance.

CALL TO ORDER:

Mayor Hoffman called the meeting to order at 6:00 P.M.

ROLL CALL:

Mayor: Christine Hoffman

Council Members: Sandy Golding Bill Horn Dan Janson
Greg Sutton John Wagner Bruce Wouters

Also present were: City Manager Mike Staffopoulos, Chief Financial Officer Ashlie Gossett, Director of Beaches Energy Allen Putnam, City Attorney David Migut, Chief of Parks Development and Maintenance Trevor Hughes, and City Clerk Molly Alleger.

APPROVAL OF MINUTES:

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, and passed unanimously to approve the following minutes:

- Regular City Council Meeting held on December 1, 2025

APPROVAL OF THE AGENDA

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to approve the agenda.

Voice Vote: In a voice vote, the motion passed unanimously.

ANNOUNCEMENTS:

Council Member Golding addressed a recent assault on Jacksonville Beach police officers, expressed Council support for law enforcement, and thanked Chief Smith and the Police Department for swift action. She noted attending Tuba Christmas and encouraged residents to visit Deck the Chairs. She advised the next City Council meeting would be held on Tuesday, January 20, 2026, due to the Martin Luther King, Jr., holiday, announced Beaches Watch's State of the Beaches meeting on January 7, 2026, at the Beaches Branch Library with participation from the three Beaches mayors, noted attendance at the Florida League of Cities Legislative Conference, and extended holiday well-wishes.

Council Member Horn addressed recent acts of violence around the world and emphasized the importance of mental health awareness and use of community resources, particularly during the holiday season. He echoed Council support for law enforcement, stated the City would not tolerate assaults on police officers or disruptive behavior, and affirmed support for maintaining a safe and welcoming community. He concluded by sharing appreciation for the holiday season and extending well-wishes to residents.

COURTESY OF THE FLOOR TO VISITORS:

- Kevin Brown, 1833 Kings Court, Jacksonville Beach, spoke about community education for preservation and safety of sea turtles.

City Manager Mike Staffopoulos read the following statement about The Discovery School:

"The City is aware of public concerns surrounding the Discovery School, ranging from traffic impacts to site development. We have been in contact

with the Head of School, Ms. Orbitzberger, to ensure compliance with permit requirements, including conditional. The concerns regarding expiration of a conditional use and deviations from site plans will be researched and reported back to Council.”

The following all spoke about the expansion of The Discovery School:

- Donnie Brzuska, 1511 Marsh Inlet Court, Jacksonville Beach
- Sander Brzuska, 1511 Marsh Inlet Court, Jacksonville Beach
- Robert Phelps, 1614 Marsh Inlet Court, Jacksonville Beach
- Victoria Yee, 1575 Marsh Inlet Court, Jacksonville Beach
- Thomas Harrell, 2796 Colonies Drive, Jacksonville Beach
- Sheryl Brzuska, 538 18th Street North, Jacksonville Beach
- Michael Abernathy, 1780 Marsh Inlet Court, Jacksonville Beach

The following did not wish to speak but submitted a speaker card about the expansion of The Discovery School:

- Sean Mason, 1564 Marsh Inlet Court, Jacksonville Beach
- Valdora Bollenback, 1771 Marsh Inlet Court, Jacksonville Beach
- Adam Bollenback, 1771 Marsh Inlet Court, Jacksonville Beach
- Paula Poserro, 1780 Marsh Inlet Court, Jacksonville Beach
- Milisa Brzuska, 1511 Marsh Inlet Court, Jacksonville Beach
- Barbara Black, 1516 Marsh Inlet Court, Jacksonville Beach
- Robert Mueller, 407 Lora Street, Neptune Beach

CONSENT AGENDA:

Item A Accept the Monthly Financial Reports for the Month of November 2025

Item B Accept North Beach Townhomes Public Infrastructure Improvements

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to approve the consent agenda.

Voice Vote: In a voice vote, the motion passed unanimously.

MAYOR AND CITY COUNCIL:

Item A Certified Municipal Clerk Recognition

Mayor Hoffman introduced the item and recognized Deputy City Clerk Jodilynn Byrd.

CITY CLERK: None

CITY MANAGER/NEW BUSINESS: None

RESOLUTIONS:

Item A Adopt/Deny Resolution No. 2202-2025 adopting an updated and revised City Procurement Manual

Chief Financial Officer Ashlie Gossett introduced the item and provided background.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to adopt Resolution No. 2202-2025 adopting an updated and revised City Procurement Manual.

Discussion: None.

Roll Call Vote: Ayes – Golding, Horn, Janson, Sutton Wagner, Wouters, and Mayor Hoffman

The motion passed unanimously.

Item B **Adopt/Deny Resolution No. 2205-2025 adopting the City of Neptune Beach Franchise Agreement and authorizing the Mayor and City Manager to countersign the Franchise Agreement upon adoption**

Director of Beaches Energy Allen Putnam introduced the item and provided background.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to adopt Resolution No. 2205-2025 adopting the City of Neptune Beach Franchise Agreement and authorizing the Mayor and City Manager to countersign the Franchise Agreement upon adoption.

Discussion: A discussion ensued about undergrounding reliability.

Roll Call Vote: Ayes – Horn, Janson, Sutton Wagner, Wouters, Golding, and Mayor Hoffman

The motion passed unanimously.

ORDINANCES:

Item A **Adopt/Deny Ordinance No. 2025-8230 on the second reading amending the bid threshold in City Code of Ordinances, Chapter 2 "Administration", Article I "In General"**

Chief Financial Officer Ashlie Gossett introduced the item and provided background.

Mayor Hoffman requested the City Clerk read Ordinance No. 2025-8230 by title only, whereupon Ms. Allegre read the following:

“AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 2 “ADMINISTRATION” OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, CODE OF ORDINANCES BY REPEALING CHAPTER 2 – ADMINISTRATION, ARTICLE I. – IN GENERAL, SECTION 2.-1. – PURCHASE OF MATERIALS, ETC., IN EXCESS OF SPECIFIED AMOUNT; PUBLICATION OF NOTICE FOR BIDS – DEFINITIONS; AMENDING AND RENUMBERING SECTION 2-1.1. – PURCHASE PROCEDURES; CONTRACTS, ETC.; AND REPEALING SECTION 2-2. – ADOPTION OF UNIFORM ACCOUNTING SYSTEM; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, SCRIVENER’S ERRORS, CODIFICATION, AND AN EFFECTIVE DATE.”

Mayor Hoffman read the following: "This ordinance is before this Council for a public hearing and consideration on its second reading.

I will now open the public hearing on Ordinance No. 2025-8230."

Public Hearing:

No one came forth to speak. Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to adopt Ordinance No. 2025-8230 on the second reading amending the bid threshold in City Code of Ordinances, Chapter 2 "Administration", Article I "In General".

Discussion: A discussion ensued about the procurement threshold of neighboring cities.

Roll Call Vote: Ayes – Janson, Sutton Wagner, Wouters, Golding, Horn, and Mayor Hoffman

The motion passed unanimously.

Item B **Approve/Disapprove Ordinance No. 2026-8232 on the first reading amending Chapter 34, Article VII, Division 2 "SUPPLEMENTAL STANDARDS" by creating a new Section 34-733 "Requests for accommodation" from the City's Land Development Code, and schedule a second reading for January 20, 2026**

City Attorney David Migut introduced the item and provided background.

Mayor Hoffman requested the City Clerk read Ordinance No. 2026-8232 by title only, whereupon Ms. Alleger read the following:

"AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CITY CODE OF ORDINANCES CHAPTER 34, "LAND DEVELOPMENT CODE", ARTICLE VII, "SITE DEVELOPMENT STANDARDS", DIVISION 2, "SUPPLEMENTAL STANDARDS", BY CREATING A NEW SECTION 34-733 "REQUESTS FOR ACCOMMODATION", TO PROVIDE PROCEDURES FOR HANDLING AND PROCESSING REQUESTS FOR ACCOMMODATION FROM THE CITY'S LAND DEVELOPMENT CODE; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, SCRIVENER'S ERRORS, CODIFICATION, AND AN EFFECTIVE DATE."

Mayor Hoffman read the following: "This ordinance for the amendment of the Land Development Code is before this Council for a public hearing and consideration on its first reading.

Under the laws of the State of Florida, an ordinance which changes the actual list of permitted, conditional, or prohibited uses within a zoning category, or which otherwise changes the text of the Land Development Code, is a 'legislative' proceeding. A legislative proceeding means that a governing body is acting in its rule-making capacity.

It is the duty of the Council to arrive at sound decisions regarding the use of property within the City. This includes receiving citizen input regarding the proposed uses within a zoning category.

The application has been reviewed by Staff and the Planning Commission for consistency with other portions of the Land Development Code and the Comprehensive Plan. The Council may hear from all interested parties in the legislative determination of an amendment to the text of the Land Development Code.

The Council's decision on a text amendment application is based on the criteria set forth in Section 34-538 of the Land Development Code. Each member of the Council has been provided a copy of the criteria.

I will now open the public hearing on Ordinance No. 2026-8232."

Public Hearing:

No one came forth to speak. Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to approve Ordinance No. 2026-8232 on the first reading amending Chapter 34, Article VII, Division 2 "SUPPLEMENTAL STANDARDS" by creating a new Section 34-733 "Requests for accommodation" from the City's Land Development Code, and schedule a second reading for January 20, 2026.

Discussion: A discussion ensued about Senate Bill 954 language, zoning districts, group homes, citizen concerns, state and federal laws, land development code, and home rule.

Roll Call Vote: Ayes – Sutton, Wagner, Golding, Horn, and Mayor Hoffman
Nays – Wouters and Janson

The motion passed 5-2.

Item C **Approve/Disapprove Ordinance No. 2026-8231 on the first reading, amending the City Code of Ordinances Chapter 20 Parks and Recreation, Article III Use Regulations and Article IV Park Rules and Regulations to make corrections and add a Section to provide codified local rules, regulations, and enforcement provisions concerning the City's parks and recreation, and schedule a second reading for January 20, 2026**

Chief of Parks Development and Maintenance Trevor Hughes introduced the item and provided background.

Mayor Hoffman requested the City Clerk read Ordinance No. 2026-8231 by title only, whereupon Ms. Alleger read the following:

“AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 20 “PARKS AND RECREATION”, ARTICLE III “USE REGULATIONS”, ARTICLE IV “PARK RULES AND REGULATIONS” OF THE CODE OF ORDINANCES TO MAKE CORRECTIONS AND ADD A SECTION TO PROVIDE CODIFIED LOCAL RULES, REGULATIONS, AND ENFORCEMENT PROVISIONS CONCERNING THE CITY’S PARKS AND RECREATION; AND PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTS, SEVERABILITY, SCRIVENER’S ERRORS, CODIFICATION, AND AN EFFECTIVE DATE.”

Mayor Hoffman read the following: "This ordinance is before this Council for a public hearing and consideration on its first reading.

I will now open the public hearing on Ordinance No. 2025-8231."

Public Hearing:

No one came forth to speak. Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to approve Ordinance No. 2026-8231 on the first reading, amending the City Code of Ordinances Chapter 20 Parks and Recreation, Article III Use Regulations and Article IV Park Rules and Regulations to make corrections and add a Section to provide codified local rules, regulations, and enforcement provisions concerning the City's parks and recreation, and schedule a second reading for January 20, 2026.

Discussion: A discussion ensued about renaming tennis courts, revenue, and geese.

Roll Call Vote: Ayes – Wagner, Wouters, Golding, Horn, Janson, Sutton and Mayor Hoffman

The motion passed unanimously.

ADJOURNMENT:

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to adjourn.

Voice Vote: Ayes- Wagner, Golding, Janson, Wouters, Sutton, Mayor Hoffman
Nays- Horn

The motion passed 6-1.

There being no further business, the meeting adjourned at 7:12 P.M.

Submitted by: Molly Alleger
City Clerk

Approval:

Christine H. Hoffman, MAYOR

Date: _____



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	January 20, 2026
SUBJECT:	Monthly Financial Reports for the Month of December 2025

BACKGROUND

Attached are the monthly financial reports for December 2025 as prepared by the Finance Department. These reports represent 3 months of activity, or 25.2% of the total annual budget, and are prepared on a cash basis.

Summary Budget Reports Exhibits 1 through 6 show the cumulative annual actual revenues and expenditures compared to the actual amounts at the same point as last fiscal year. Exhibit 7 compares actual revenues and expenditures to the budget in total by fund.

FINANCIAL IMPACT

For informational purposes only.

REQUESTED ACTION

Accept the Monthly Financial Reports for the Month of December 2025

ATTACHMENTS

1. 2025-12 December Financials



SUMMARY BUDGET REPORT

December 31, 2025

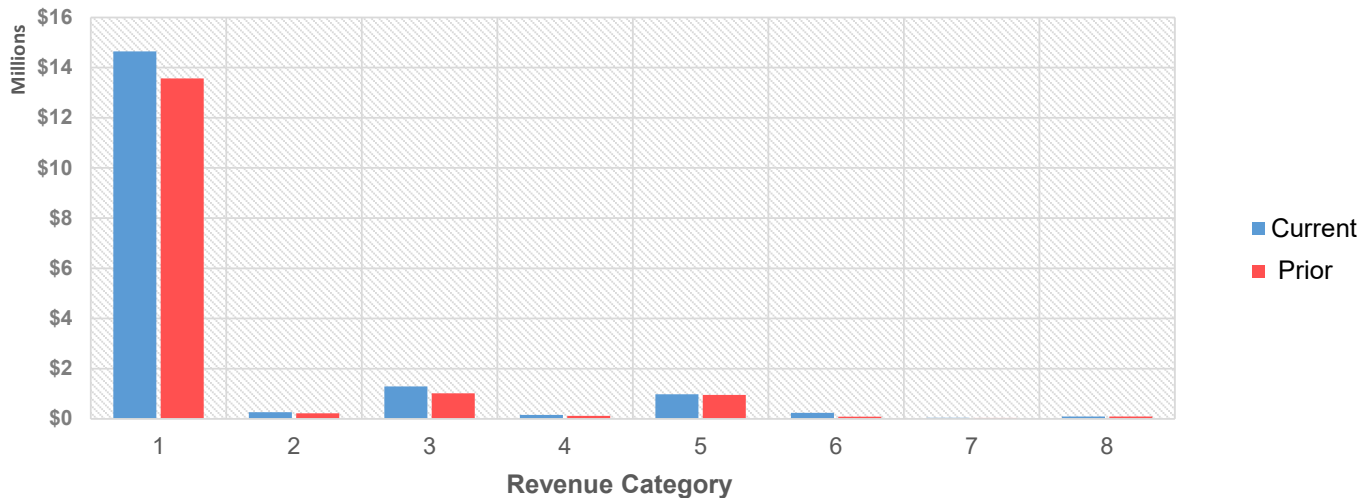
25.2% of Year Elapsed

Exhibit 1

General Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
1 Taxes	14,647,606	70.5%	13,570,385	69.6%	0.9%	1,077,222
2 Licenses & Permits	260,477	27.9%	215,689	26.3%	1.6%	44,788
3 Intergovernmental Revenue	1,287,876	24.4%	1,015,642	19.7%	4.7%	272,234
4 Charges for Services	153,457	18.7%	115,126	16.4%	2.2%	38,332
5 Enterprise Contributions	979,009	25.0%	954,273	25.0%	0.0%	24,736
6 Miscellaneous Revenue	237,463	42.7%	83,107	20.1%	22.6%	154,356
7 Fines & Forfeitures	37,834	15.7%	30,627	14.0%	1.7%	7,208
8 Interfund Transfers	93,000	18.1%	93,000	18.1%	0.0%	-
Total Revenues	\$17,696,723	53.6%	\$16,077,847	51.6%	2.0%	\$1,618,876

Current Year vs. Prior Year



Discussion

General Fund revenues are ahead of budget estimates for the current year, due in part to the timing of ad valorem tax distributions.

- 1 Taxes revenue is higher than the prior year due largely to the rise in property values and the timing of distributions from the Tax Collector.
- 3 The increase in Intergovernmental revenues is largely attributable to the timing of the quarterly county distribution for beach cleanup.
- 6 Miscellaneous revenue includes interest on pooled investments, auction proceeds, facility rental fees, and cemetery lots purchased. The increase from the prior year is due primarily to the adjustment to market value of the City's pooled investment assets.



SUMMARY BUDGET REPORT

December 31, 2025

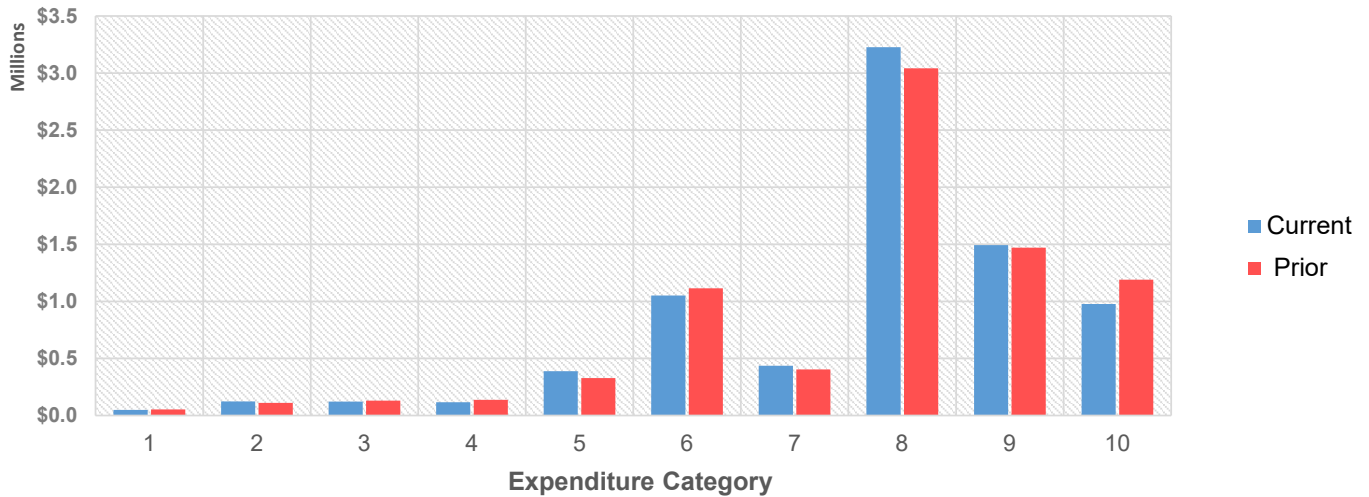
25.2% of Year Elapsed

Exhibit 2

General Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
1 City Administration	49,493	23.8%	52,888	25.9%	-2.0%	(3,395)
2 City Attorney	123,157	18.2%	110,598	17.5%	0.8%	12,559
3 City Clerk	121,889	19.3%	129,760	22.3%	-3.0%	(7,872)
4 Building Maintenance	116,450	20.8%	137,489	25.7%	-5.0%	(21,040)
5 Planning and Development	387,837	21.0%	328,426	19.7%	1.3%	59,411
6 Parks and Recreation	1,051,854	20.6%	1,114,976	24.2%	-3.5%	(63,122)
7 Public Works	436,612	19.4%	403,249	19.4%	0.0%	33,364
8 Police	3,227,187	23.5%	3,042,173	25.1%	-1.6%	185,014
9 Fire Services	1,493,395	37.4%	1,470,874	37.3%	0.1%	22,522
10 Non-Departmental	976,735	22.5%	1,189,990	23.4%	-0.9%	(213,255)
Total Expenditures	7,984,608	24.0%	7,980,423	25.4%	-1.4%	\$4,185

Current Year vs. Prior Year



Discussion

Total General Fund Expenditures are ahead of current year estimates and prior year expenditures on a percent of budget basis.

- 3 The decrease in Building Maintenance expenditures reflect the timing of HVAC repairs in the prior year.
- 6 The decrease in Parks and Recreation expenditures reflect repairs to the Cemetery storage building in the prior year.
- 9 Fire Services expenditures include the annual contribution to the Fire Pension Plan unfunded actuarial accrued liability as part of the Fire Services Agreement with the City of Jacksonville. FY2026 is the 7th of 10 annual payments to satisfy this obligation.
- 10 The decrease in non-departmental expenditures reflects the decrease in planned transfers to be used to pay for planned major capital improvements, replacements, or equipment purchases.



SUMMARY BUDGET REPORT

December 31, 2025

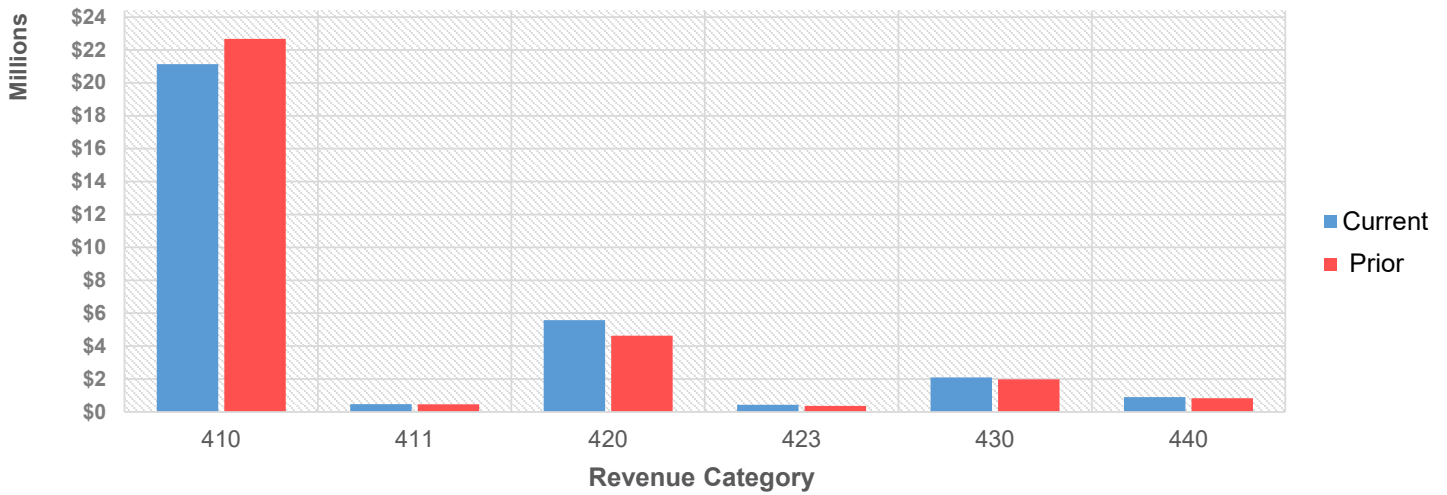
25.2% of Year Elapsed

Exhibit 3

Enterprise Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
410 Electric	21,140,776	23.8%	22,677,800	24.2%	-0.4%	(1,537,024)
411 Natural Gas	471,914	20.3%	454,817	19.8%	0.5%	17,096
420 Water & Sewer	5,580,023	29.2%	4,633,221	25.5%	3.7%	946,802
423 Stormwater	431,571	10.9%	361,968	12.8%	-1.9%	69,603
430 Sanitation	2,089,554	26.5%	1,976,090	25.3%	1.2%	113,464
440 Golf Course	897,498	25.2%	830,176	24.4%	0.8%	67,322
Total Revenues	\$30,611,336	24.4%	\$30,934,073	24.1%	0.2%	(\$322,737)

Current Year vs. Prior Year



Discussion

Total Enterprise Fund revenues are in line with both current year estimates and prior year revenues on a percent of budget basis.

410 The decrease in Electric revenues is due to a reduction in the pass-through bulk power cost adjustment used to pay for the cost of electricity from the City's provider.



SUMMARY BUDGET REPORT

December 31, 2025

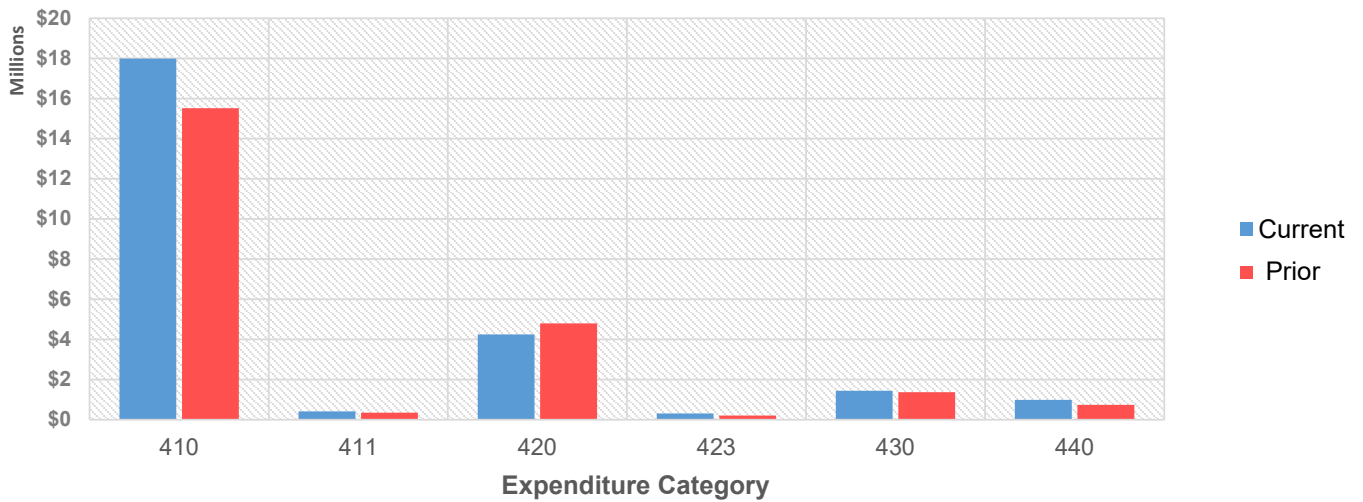
25.2% of Year Elapsed

Exhibit 4

Enterprise Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
410 Electric	17,991,272	16.9%	15,516,287	14.6%	2.3%	2,474,985
411 Natural Gas	410,035	14.5%	349,070	13.5%	0.9%	60,965
420 Water & Sewer	4,246,864	11.9%	4,794,754	11.6%	0.3%	(547,890)
423 Stormwater	307,844	3.4%	200,744	3.6%	-0.2%	107,101
430 Sanitation	1,438,371	17.3%	1,370,091	16.4%	0.9%	68,280
440 Golf Course	982,905	21.3%	740,904	21.4%	-0.1%	242,001
Total Expenditures	\$25,377,292	15.2%	\$22,971,851	13.7%	1.5%	\$2,405,441

Current Year vs. Prior Year



Discussion

Total Enterprise Fund expenditures are under budget for the current year and ahead of prior year expenditures on a percent of budget basis.

410 The increase in Electric expenditures is primarily attributable to the timing of capital improvement projects.

420 The decrease in Water & Sewer expenditures is primarily attributable to the timing of capital improvement projects.



SUMMARY BUDGET REPORT

December 31, 2025

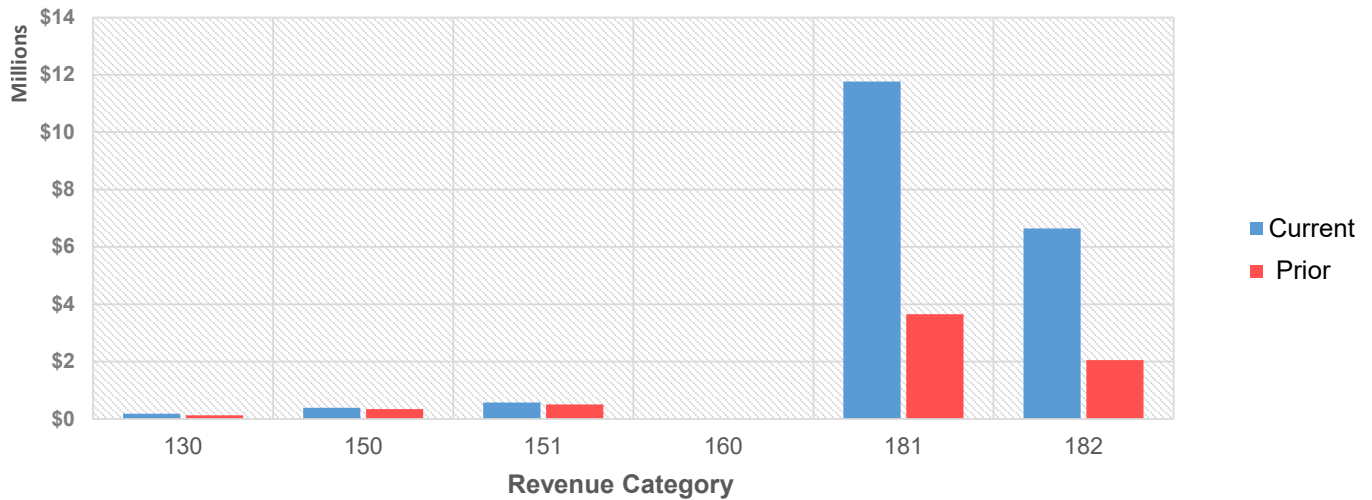
25.2% of Year Elapsed

Exhibit 5

Special Revenue Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
130 Convention Development	181,652	24.6%	123,453	15.3%	9.3%	58,200
150 Local Option Gas Tax	384,864	27.7%	339,722	24.3%	3.4%	45,141
151 Infrastructure Surtax	568,854	26.6%	506,203	24.1%	2.5%	62,652
160 Community Dev Blk Grant	-	0.0%	-	0.0%	0.0%	-
181 Downtown Increment Fund	11,763,540	101.3%	3,649,150	33.2%	68.2%	8,114,390
182 Southend Increment Fund	6,640,862	185.6%	2,048,995	62.3%	123.3%	4,591,867
Total Revenues	\$19,539,773	99.7%	\$6,667,523	35.6%	64.1%	\$12,872,249

Current Year vs. Prior Year



Discussion

Total revenues in the Special Revenue Funds are under budget for the current year and ahead of the prior year actuals on a percent of budget basis.

181/ The annual tax increment distributions for both the Downtown and Southend districts were received in December.

182



SUMMARY BUDGET REPORT

December 31, 2025

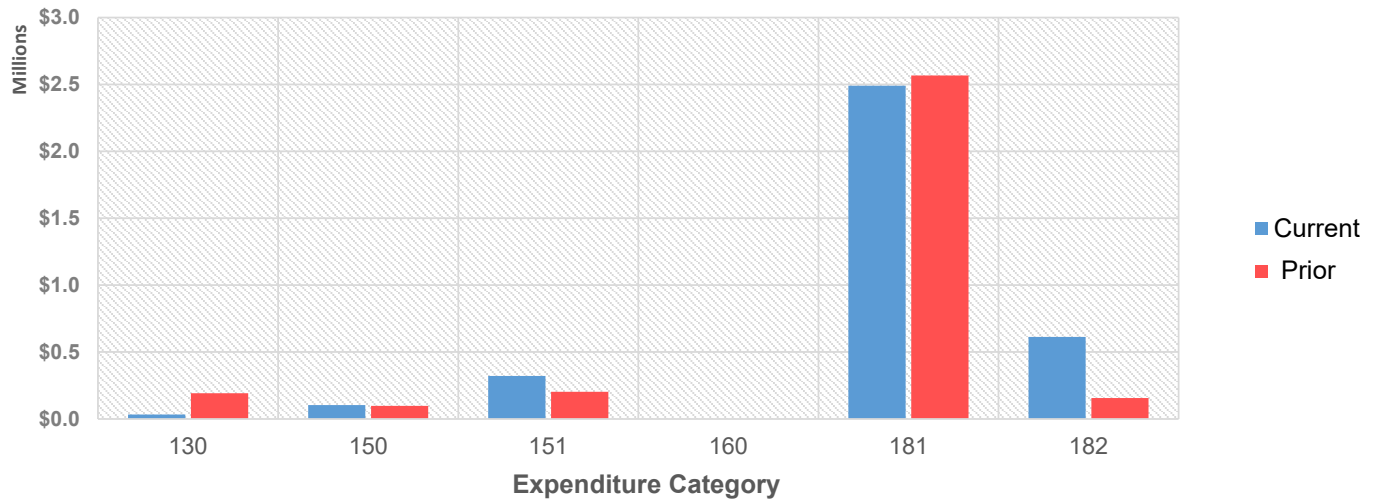
25.2% of Year Elapsed

Exhibit 6

Special Revenue Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
130 Convention Development	32,023	4.3%	191,379	21.6%	-17.2%	(159,357)
150 Local Option Gas Tax	103,590	7.2%	97,328	7.8%	-0.6%	6,262
151 Infrastructure Surtax	320,636	3.2%	202,188	1.3%	1.9%	118,448
160 Community Dev Blk Grant	-	0.0%	-	0.0%	0.0%	-
181 Downtown Increment Fund	2,489,889	11.1%	2,566,921	7.9%	3.3%	(77,032)
182 Southend Increment Fund	613,024	5.4%	155,269	4.5%	0.9%	457,756
Total Expenditures	\$3,559,162	7.7%	\$3,213,086	5.9%	1.8%	\$346,076

Current Year vs. Prior Year



Discussion

In total, Special Revenue Fund expenditures are under budget and ahead of the prior year on a percent of budget basis.

- 130 The decrease in Convention Development expenditures reflects the timing of capital improvements projects undertaken in the prior year.
- 160 Community Development Block Grant Fund expenditures will be reimbursed by grant funding.
- 182 The increase in Southend Increment fund expenditures is largely attributable to the timing of capital projects.



SUMMARY BUDGET REPORT

December 31, 2025

25.2% of Year Elapsed

Exhibit 7

Summary Revenues and Expenditures

Fund Name	Budgeted Annual Revenues	Budgeted Revenues To Date	Actual Revenues To Date	Variance Favorable/(Unfavorable)
001 General Fund	33,033,348	8,326,214	17,696,723	9,370,509
130 Convention Development Tax	737,000	185,764	181,652	(4,112)
150 Local Option Gas Tax	1,390,338	350,441	384,864	34,422
151 Infrastructure Surtax	2,142,243	539,963	568,854	28,892
160 Community Dev. Blk. Grant	140,855	35,503	-	(35,503)
181 Downtown Increment Fund	11,609,411	2,926,208	11,763,540	8,837,332
182 Southend Increment Fund	3,578,842	902,064	6,640,862	5,738,798
410 Electric Utility	88,699,687	22,357,181	21,140,776	(1,216,406)
411 Natural Gas Utility	2,319,343	584,602	471,914	(112,688)
420 Water & Sewer Utility	19,126,825	4,821,008	5,580,023	759,015
423 Storm Water Management	3,942,823	993,807	431,571	(562,236)
430 Sanitation Fund	7,898,505	1,990,856	2,089,554	98,698
440 Golf Course Fund	3,563,656	898,237	897,498	(739)
460 Leased Facilities Fund	842,436	212,340	211,904	(436)
500 Internal Service Funds	22,264,123	5,611,779	5,473,304	(138,475)
Total Revenues	\$201,289,435	\$50,735,967	\$73,533,039	\$22,797,072

Fund Name	Budgeted Annual Expenditures	Budgeted Expenditures To Date	Actual Expenditures To Date	Variance Favorable/(Unfavorable)
001 General Fund	33,299,373	8,393,267	7,984,608	408,658
130 Convention Development Tax	743,088	187,299	32,023	155,276
150 Local Option Gas Tax	1,436,286	362,023	103,590	258,433
151 Infrastructure Surtax	10,146,225	2,557,405	320,636	2,236,769
160 Community Dev. Blk. Grant	142,000	35,792	-	35,792
181 Downtown Increment Fund	22,399,419	5,645,881	2,489,889	3,155,992
182 Southend Increment Fund	11,404,204	2,874,484	613,024	2,261,460
410 Electric Utility	106,744,335	26,905,421	17,991,272	8,914,150
411 Natural Gas Utility	2,832,406	713,921	410,035	303,886
420 Water & Sewer Utility	35,679,254	8,993,127	4,246,864	4,746,263
423 Storm Water Management	8,944,957	2,254,619	307,844	1,946,775
430 Sanitation Fund	8,335,670	2,101,046	1,438,371	662,674
440 Golf Course Fund	4,612,021	1,162,482	982,905	179,577
460 Leased Facilities Fund	1,042,115	262,670	367,484	(104,814)
500 Internal Service Funds	22,277,795	5,615,225	6,580,098	(964,873)
Total Expenditures	\$270,039,148	\$68,064,662	\$43,868,645	\$24,196,017

Fund Name	Net Income/(Loss)	Net Variance Favorable/(Unfavorable)
001 General Fund	9,712,114	9,779,167
130 Convention Development Tax	149,630	151,164
150 Local Option Gas Tax	281,273	292,855
151 Infrastructure Surtax	248,219	2,265,661
160 Community Dev. Blk. Grant	-	289
181 Downtown Increment Fund	9,273,651	11,993,324
182 Southend Increment Fund	6,027,838	8,000,258
410 Electric Utility	3,149,504	7,697,744
411 Natural Gas Utility	61,878	191,198
420 Water & Sewer Utility	1,333,159	5,505,278
423 Storm Water Management	123,727	1,384,539
430 Sanitation Fund	651,183	761,372
440 Golf Course Fund	(85,407)	178,838
460 Leased Facilities Fund	(155,580)	(105,250)
500 Internal Service Funds	(1,106,794)	(1,103,348)
Total	29,664,394	\$46,993,089



CASH AND INVESTMENTS BY TYPE

Fiscal Year to Date

December 31, 2025

Type of Investment	10/1/2025 Beginning Balance	Investment Earnings	Realized Gain/(Loss)	Unrealized Gain/(Loss)	Fees	Net Investment Income	Net Deposits (Withdrawals)	12/31/2025 Ending Balance	Weighted Net Return*
Sawgrass Asset Management	52,930,891	337,851	(19,056)	296,896	(26,010)	589,680	0	53,520,572	0.20%
Galliard Capital Management	61,188,900	633,489	80,432	(10,220)	(29,499)	674,203	0	61,863,103	0.22%
Garcia Hamilton & Associates	61,082,122	534,247	121,501	11,478	(29,543)	637,683	0	61,719,805	0.21%
State Pooled Investment Fund	37,628,473	394,013	-	-	-	394,013	(0)	38,022,486	0.13%
Florida Trust	38,999,300	405,515	-	-	-	405,515	(0)	39,404,815	0.14%
Florida Municipal Investment Trust 0-2 Yr HQ Bond Fund	14,422,171	149,177	-	-	-	149,177	0	14,571,348	0.05%
Operating Cash: Bank of America	14,863,341	130,525	-	-	(44,809)	85,717	19,104,722	34,053,780	0.04%
Petty Cash / Change Funds	4,325	-	-	-	-	-	-	4,325	0.00%
TOTAL CITY MANAGED INVESTMENTS AND CASH	281,119,525	2,584,817	182,877	298,154	(129,860)	2,935,987	19,104,722	303,160,234	1.01%
Pension: Salem Mutual Fund	96,563,357	3,535,083	-	(1,481,946)	-	2,053,137	20	98,616,514	1.50%
Pension: Sawgrass Asset Mgt	36,436,763	388,425	135,343	(113,340)	(29,946)	380,483	(0)	36,817,246	0.27%
Pension: Wells Capital	19	0	-	-	-	0	(20)	0	0.00%
Pension: JPMCB - Strategic Property Fund	4,963,013	-	-	(309,916)	-	(309,916)	-	4,653,097	-0.21%
TOTAL PENSION INVESTMENTS	137,963,153	3,923,508	135,343	(1,905,201)	(29,946)	2,123,704	0	140,086,857	1.54%
TOTAL CASH AND INVESTMENTS	\$419,082,678	\$6,508,325	\$318,220	(\$1,607,048)	(\$159,806)	\$5,059,691	\$19,104,722	\$443,247,091	



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	January 20, 2026
SUBJECT:	Structural Steel Repairs at the Golf Course Cart Barn

BACKGROUND

During a recent inspection of the Golf Course Cart Barn, Building Maintenance staff observed extensive corrosion at the base of the north portico structural I-beam column. A contractor was engaged to conduct a comprehensive assessment, and it was determined that the current canopy support structure is compromised and requires immediate repair.

The structural repairs include removing the compromised steel, installing new I-beam sections, treating all rusted steel, and applying enamel to prepared steel surfaces. Pricing for the work was obtained from the competitively awarded Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and Omnia Partners, Public Sector. The total cost of the structural repairs is \$47,290.

FINANCIAL IMPACT

Funding is available from the Golf Course reserves, and the budget in account 440-14-1401-572-62-562000 will be adjusted in the mid-year budget modification.

REQUESTED ACTION

Approve the Scope of Work from Garland/DBS, Inc., to make structural steel repairs at the Golf Course Cart Barn for an amount not to exceed \$47,290

ATTACHMENTS

1. OMNIA Proposal 25-FL-251274 - City of Jaxonville Beach Club - Cart Barn Overhang



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

City of Jaxonville
Beach Club Cart Barn
605 Penman Rd S
Jacksonville Beach, FL 32250

Date Submitted: 12/23/2025
Proposal #: 25-FL-251274
MICPA # PW1925
FL General Contractor #:CGC1533467

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Structural Steel Repairs At Overhang of Cart Barn

1. Shore up roof and structural steel at repair area
2. Cut and remove 3' from bottom of 2 structural steel I-Beams supporting roof overhang;
Remove existing steel anchors and base plate
3. Install 8ea 5/8"X8" galvanized threaded rod anchor bolts set in epoxy anchoring adhesive
4. Set new steel bases plate in grout pad
5. Install 3' I-Beam sections and connect to existing steel I-Beams with ¼ plate steel welded over splice sections of webbing and flange
6. Replace structural steel purlin with severe rust corrosion at underside of roof eave
7. Wire brush all structural steel of roof overhang to remove surface scaling and clean to remove dust and other surface contaminants
8. Treat all rusted steel with brushed application of OSPHO metal treatment and rust converter
9. Apply brushed application of Sherwin Williams Kem Kromic Universal Metal Primer
10. Apply two coat application of Sherwin Williams industrial grade urethane enamel to prepared steel surfaces
11. Remove all tools, equipment, and debris from jobsite upon project completion
12. Perform all work in full accordance with OSHA safety regulations
13. Contractor to provide 2 year workmanship warranty upon project completion
14. Quoted price includes stamped drawing and repair method by Florida licensed P.E.

Proposal Price Based Upon Market Experience: \$ 47,290

Garland/DBS Price Based Upon Local Market Competition:

1 National Building Contractors \$ 47,290

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 60 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Plumbing, Mechanical, Electrical work is excluded.
2. Masonry work is included to which it obtains to the scope of work.
3. Interior Temporary protection is excluded.
4. Any work not exclusively described in the above proposal scope of work is excluded.

Respectfully Submitted,

John Petersen

John Petersen
Garland/DBS, Inc.
(216) 302-3777



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Alyson Riley, Events Coordinator
DATE:	January 20, 2026
SUBJECT:	Approve City-Produced Special Events for Calendar Year 2026

BACKGROUND

City-produced events are special events produced and managed by the City and authorized by City Council each year. The City Manager is authorized to reschedule a City-produced event if the need presents itself. City-produced events may be held on holidays or on a weekend before or after a holiday. Following are planned events for 2026:

January 2026

- 20th Yoga at the Pavilion
- 27th Classic Car Cruise

February 2026

- 3rd Latham Plaza Farmers Market
- 10th Latham Plaza Farmers Market
- 12th Tai Chi Class
- 17th Yoga at the Pavilion & Farmers Market
- 24th Classic Car Cruise & Farmers Market
- 26th Tai Chi Class

March 2026

- 3rd Latham Plaza Farmers Market
- 4th Seawalk Session
- 17th Yoga at the Pavilion & Farmers Market
- 24th Classic Car Cruise & Farmers Market

April 2026

- 1st Seawalk Session
- 4th Wingate Easter Egg Hunt
- 7th Latham Plaza Farmers Market
- 14th Yoga at the Pavilion & Farmers Market



- 25th Sandcastle Contest
- 26th Opening of the Beaches Parade
- 28th Classic Car Cruise & Farmers Market

May 2026

- 5th Latham Plaza Farmers Market
- 6th Seawalk Session
- 8th Moonlight Movie
- 12th Latham Plaza Farmers Market
- 19th Yoga at the Pavilion & Farmers Market
- 26th Classic Car Cruise & Farmers Market

June 2026

- 2nd Latham Plaza Farmers Market
- 3rd Seawalk Session
- 9th Latham Plaza Farmers Market
- 13th Jax Beach Country Fest/USA's 250th birthday celebration
- 16th Yoga at the Pavilion & Farmers Market
- 23rd Classic Car Cruise & Farmers Market
- 26th Moonlight Movie

July 2026

- 4th Fireworks
- 14th Latham Plaza Farmers Market
- 16th South Atlantic Lifesaving Association Regional Competition
- 17th South Atlantic Lifesaving Association Regional Competition
- 21st Yoga at the Pavilion & Farmers Market
- 28th Classic Car Cruise & Farmers Market

August 2026

- 4th Latham Plaza Farmers Market
- 11th Latham Plaza Farmers Market
- 18th Yoga at the Pavilion & Farmers Market



- 25th Classic Car Cruise & Farmers Market

September 2026

- 1st Latham Plaza Farmers Market
- 2nd Seawalk Session
- 8th Latham Plaza Farmers Market
- 15th Latham Plaza Farmers Market
- 18th Moonlight Movie
- 22nd Yoga at the Pavilion & Farmers Market
- 29th Classic Car Cruise & Farmers Market

October 2026

- 6th Latham Plaza Farmers Market
- 7th Seawalk Sessions
- 13th Latham Plaza Farmers Market
- 20th Yoga at the Pavilion & Farmers Market
- 27th Classic Car Cruise & Farmers Market
- 30th Trunk-or-treat & Moonlight Movie

November 2026

- 3rd Latham Plaza Farmers Market
- 4th Seawalk Session

December 2026

- 4th Moonlight Movie or Florida Ballet production at Deck the Chairs

FINANCIAL IMPACT

The adopted FY2026 City-produced event budget is shown below. Any sponsorship monies received for either City-produced, or City-sponsored events may be used to augment the approved budget with the approval of the City Manager.



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach, FL 32250

City-Produced Event	FY2026 Budget
4th of July	\$40,000
Countryfest	\$75,000
Opening of the Beaches	\$5,000
Moonlight Movies	\$40,000
Seawalk Sessions	\$2,000
Easter Egg Hunt	\$1,500
Trunk or Treat	\$500
Sea and Sky Show (Oct 2025)	\$5,000
Total	\$169,000

REQUESTED ACTION

Approve City-Produced Special Events for Calendar Year 2026

ATTACHMENTS



CITY COUNCIL AGENDA ITEM	
TO:	Mayor and City Council
FROM:	Kimberlee Bennett, Director of Human Resources
DATE:	January 20, 2026
SUBJECT:	City Manager Annual Performance Evaluation and Merit Increase

BACKGROUND

On January 27, 2026, the City Manager will complete his seventh year of employment with the City of Jacksonville Beach. As his contract stipulates, the City Council must review the City Manager's job performance at least once annually. On January 12, 2026, the City Council discussed the City Manager's performance at a briefing and requested that an agenda item be placed on the January 20, 2026, City Council agenda to approve the City Manager's performance evaluation and corresponding merit increase.

The consensus of the City Council was to award a 3% annual increase to the City Manager.

FINANCIAL IMPACT

The FY2026 budget includes annual merit increases as per the City's personnel policies. Therefore, no budget adjustment is required.

REQUESTED ACTION

Approve the City Manager's Annual Performance Evaluation and award a 3% annual increase to the City Manager

ATTACHMENTS



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Steve Sciotto, Fire Marshal
DATE:	January 20, 2026
SUBJECT:	2026 Revised Municipal Comprehensive Emergency Management Plan

BACKGROUND

The Municipal Comprehensive Emergency Management Plan (MCEMP) provides direction to Administration in the preparation and response to all hazards that may threaten the lives and property in Jacksonville Beach. This document is required by the State of Florida and aids the City in providing a cohesive working relationship with the City of Jacksonville Emergency Preparedness Division and the State of Florida, resulting in a unified team approach protecting our residents and visitors. It also serves as an extension of Duval County's Comprehensive Emergency Management Plan (CEMP). This plan is found in the City of Jacksonville Beach Code of Ordinances Chapter 2, Article VII, Sections 2-192, 2-193, and 2-194.

Notable changes include:

- 1) Adding and recapping major events that have occurred in the City since the last update was completed, such as Hurricane Matthew and the Cyber Event.
- 2) Revising the demographics for the City based on information from the Census Bureau.
- 3) Identifying the condition of employment regarding the Primary Emergency Responder and Reserve Emergency Responders as determined by Department Directors.

FINANCIAL IMPACT

None; however, this document does make us eligible for State and Federal disaster grants and loans.

REQUESTED ACTION

Adopt the 2026 Revised Municipal Comprehensive Emergency Management Plan

ATTACHMENTS

1. 2026 MCEMP
2. 2026 MCEMP Change Record



**JACKSONVILLE BEACH
MUNICIPAL COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN
“MCEMP”**

January 12, 2026

A vibrant coastal community that embraces “the beach life”

Prepared by the
Jacksonville Beach
Fire Marshal’s Office



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PROMULGATION LETTER

The **Municipal Comprehensive Emergency Management Plan (MCEMP)** provides direction to the City of Jacksonville Beach Administration in the preparation of all hazards that may threaten the lives and property in Jacksonville Beach. The MCEMP aids the City of Jacksonville Beach and non-governmental organizations to operate with the City of Jacksonville Emergency Preparedness Division as a unified team protecting our residents and visitors and is an extension of Duval County's Comprehensive Emergency Management Plan (CEMP).

The residents and businesses of Jacksonville Beach rely on the City government to respond with needed assistance whenever a local disaster strikes. The role of each City department and each employee is to assist the City in minimizing the impact of a disaster. This plan outlines the framework, management guidelines, operational objectives, basic strategies, and mechanisms to mobilize resources and conduct emergency management preparedness activities in prevention, preparedness, response, recovery, and mitigation.

The 2026 revision of the MCEMP represents the efforts of the City of Jacksonville Beach Administration, Jacksonville Beach Fire Marshal's Office, Jacksonville Beach Police Department, and all Jacksonville Beach City Departments, along with the Jacksonville Emergency Preparedness Division.

Mike Staffopoulos, City Manager
City of Jacksonville Beach



MUNICIPAL COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
City of Jacksonville Beach, Florida
1/12/2026

I. INTRODUCTION

The City of Jacksonville Beach is a coastal community in Duval County vulnerable to a variety of hazards that may threaten our population, businesses, and environment. This Municipal Comprehensive Emergency Management Plan (MCEMP) establishes the framework, guidelines, and management structure to aid the City of Jacksonville Beach in being prepared to deal with these hazards and emergencies.

The MCEMP is an all-hazard plan that is intended to conform with Duval County's Comprehensive Emergency Management Plan (CEMP), the State of Florida's Emergency Response Plans, and the National Response Framework. Emphasis is placed on five pillars of Emergency Management: Protection, Preparedness, Response, Recovery, and Mitigation.

This plan examines potential emergencies and disasters that threaten our community and evaluates the risk and likeliness of their occurrence. Based on this determination, programs are developed and implemented aimed towards reducing the impact of these events, preparing for risks that cannot be eliminated, and identifying actions required to address the consequences.

The MCEMP is both a planning and an operations-based document that provides guidance for all aspects of emergency management including preparedness, mitigation functions, evacuation procedures, emergency response activities, public information, resource management, mutual aid, damage assessment, and recovery operations.

The emergency management structure in Florida is guided by Florida Statute Chapter 252 which utilizes an organizational structure with four levels of intervention: local, county, state, and federal. The lowest level of government (in this case, the City) shall have the initial responsibility for disaster response and relief, attempting to mitigate the hazard. Requests for assistance from the next level of government will be made when the magnitude of the disaster exceeds local resources. The City utilizes the National Incident Management System (NIMS) to manage and mitigate emergencies.

The Fire Marshal is the Emergency Preparedness Coordinator for the City of Jacksonville Beach. When a disaster has occurred or is imminent, the Mayor of Jacksonville Beach may authorize a state of emergency activating the MCEMP per Chapter 2, Article VII, Section 2-193 of the Jacksonville Beach Code of Ordinances. During a State of Emergency, the Mayor and City Manager have joint powers to invoke numerous provisions outline in Chapter 2, Article VII, Section 2-194 of the Jacksonville Beach Code of Ordinances. Also, when a state of emergency is declared, the Police Chief assumes the role of Emergency Manager.

Following the issuance of a county State of Emergency, as outlined in Chapter 674.206 of the City of Jacksonville Code of Ordinances, the Mayor of the City of Jacksonville becomes the unified governing body of all municipalities in Duval County.



The MCEMP is comprised of three parts: The Basic Plan, Recovery Annex, and Mitigation Annex. Emergency Management Capability Assessments and additional supplemental documents are referenced that provide detailed information to assist in the implementation of the MCEMP.

The Basic Plan describes the process for protection, preparedness, response, recovery, and mitigation activities of the emergency preparedness program.

The General Purpose, Scope, and Methodology sections of the Basic Plan, provide a hazard analysis of potential risks as well as geographic, demographic, and economic information related to the community. The plan also outlines the concept of operations including preparedness activities, responsibilities, organization and incident management structures, response, communications, resource management, recovery functions, and both pre-/post-mitigation activities. In addition, the plan covers financial responsibilities, references, and authorities.

The Recovery Annex outlines the transition from response activities to recovery operations including initial damage assessment, debris management, and assist the County with establishing a Disaster Recovery Center in Jacksonville Beach.

The Mitigation Annex incorporates the Duval County Local Mitigation Strategy (LMS) which identifies the hazards most likely to threaten the county and the City of Jacksonville Beach. A few hazards not in the Duval County LMS but identified to be Jacksonville Beach specific have been added to this annex.

PURPOSE

The purpose of the MCEMP is to establish the framework for an effective system of comprehensive emergency planning and operational response to:

- Detail the all-hazards planning approach used for all threats regardless the magnitude.
- Reduce the loss of life, injury, and property damage from natural or man-made emergencies.
- Develop effective protection, preparedness, response, recovery, and mitigation plans.
- Reduce the City's vulnerability to hazards through the promotion of hazard mitigation strategies.
- Describe the roles and responsibilities of the local government, City of Jacksonville Beach, and its interaction with the county government, City of Jacksonville, in the event of an incident or disaster
- Describe the roles and responsibilities of the different City of Jacksonville Beach Divisions in the protection, preparedness, response, recovery, and mitigation responsibilities and operations.
- Specify the procedures for the handling of incidents in order to have a prompt and efficient response minimizing the loss of life and damage to property.
- Provide a cohesive structured management system utilizing the NIMS at all levels of government and in all the phases of emergency management.
- Respond to emergencies with the effective use of all relevant plans and appropriate resources.
- Provide for the rapid and orderly implementation of recovery operations.



- Provide guidance to improve awareness and education in the prevention and mitigation of emergencies.
- Incorporate sound planning concepts to develop an MCEMP.

The MCEMP incorporates all the phases of emergency management ensuring it is a comprehensive program:

1. **Protection** activities help to defend the community from acts of terrorism and manmade or natural disasters. These activities include protecting the public, critical infrastructure, cyber environment, and the food networks from the threats associated with terrorist attacks, cyber-attacks, health threats, and transportation accidents.
2. **Preparedness** seeks to reduce loss of life and property through the identification of hazards prior to an emergency along with the planning and training to respond to the emergency. Preparedness includes actions taken in advance of an incident to develop, support, and enhance the operational capabilities of the organization and to facilitate an effective and efficient response and recovery to an emergency.
3. **Response** are actions taken before, during, and after an emergency to reduce casualties, save lives, minimize property damage, and enhance the effectiveness and speed of recovery. The response phase includes the positioning of equipment, supplies, and personnel. Other elements of the response phase include conducting emergency operations to care for the injured, evacuation of survivors, extinguishment of fires, search for victims, and the restating of critical public services.
4. **Recovery** is the beginning of the rebuilding process and is made up of two components, long-term and short-term. Short-term recovery is any action taken to return vital functions and critical infrastructure to a minimum operating standard such as utilities and the clearing of roadways. Long-term recovery focuses on restoring life to a normal or improved state. Included is the rebuilding of the community and the restoration of services so that individuals, businesses, and the government can function on their own, return to normal life, and mitigate against future hazards.
5. **Mitigation** seeks to reduce or eliminate long-term risks to people and property from hazards and their effects. These activities could include amending building codes and zoning rules, rebuilding damaged structures, flood mapping, and actions to prevent future flooding. The Duval County LMS is the guiding document for mitigation in Duval County.



SCOPE

The MCEMP establishes the basic policies and strategies for a comprehensive all-hazard program for the City of Jacksonville Beach that works in conjunction with local resources, the Duval County CEMP, and the State of Florida CEMP. The MCEMP:

- prioritizes protection of residents and first responders as first priority, followed by the preservation and protection of property.
- is applicable to minor, major, or catastrophic disasters. It is flexible and expandable depending on the emergency. Any part or section of the plan may be used separately if required by the situation.
- establishes the procedures to coordinate with local, regional, state, and federal emergency management agencies, organizations, and programs.
- utilizes the NIMS that provides for a standardized incident management system for managing emergencies that is flexible enough to apply to all phases of an incident regardless of the size, location, or complexity.
- brings local, county, state, and federal resources together in a unified approach to disaster management.
- establishes an effective format for emergency management by identifying the hazards within the City, determining the vulnerability to various types of hazards, and addressing the hazards so appropriate preparedness, mitigation, and planning steps can be made.
- prioritizes protection of the City's Staff and residents as first priority, followed by the preservation and protection of property.
- details the unified direction and control, roles and responsibilities, and delineates succession of authority.

METHODOLOGY

This comprehensive all-hazard plan was developed in conjunction with the Duval County CEMP, the State of Florida CEMP, the National Response Framework, the Department of Homeland Security, the NIMS, and the City of Jacksonville Beach policies and operational guidelines.

- The Jacksonville Beach Fire Marshal is the Emergency Management Coordinator and is responsible for maintaining this plan.
- All City departments have operational plans that support the MCEMP.
- Each Department Director is responsible to ensure that all employees are familiar with the contents and responsibilities of this plan.
- MCEMP plan review occurs every five years.
- Executive Staff personnel and Department Directors will take part in the plan review. They are to submit any suggestions for change to the Fire Marshal.
- After each event an After Action Report is to be performed. Those reports are to be maintained, reviewed, and used as part of the process to update this plan.
- An electronic copy of this MCEMP is available on the City of Jacksonville Beach's Intranet site.

A Promulgation Letter by the Chief Executive Officer is to be completed and included with the plan. A resolution by the City Council is to be enacted allowing for public comment and the adoption of the plan.



II. SITUATION

This section of the MCEMP analyzes the hazard potential, geographic characteristics, economic profiles, and demographics of the City of Jacksonville Beach. On January 19, 2021, the Jacksonville Beach City Council enacted a resolution adopting the 2020 Duval County LMS. The Duval County LMS lists the prioritization of hazards based on vulnerability, probability, and risk, which yield the top hazards with the greatest consequences to Duval County.

Hazards Analysis

This section identifies the top man-made and natural hazards that threaten the City of Jacksonville Beach. They are listed in order of vulnerability level and hazard prioritization to the City.

- 1. Hurricanes.** Due to the City of Jacksonville Beach being a coastal community, hurricanes and other tropical weather events have caused extensive damage from the winds, storm surge, and flooding. The most notable was Hurricane Dora on September 10, 1964 came ashore near St. Augustine as a Category 2 storm packing winds of 110 MPH at landfall. Because of the slow movement of Dora, wind and flooding were major hazards. Some areas bore the brunt of the storm for several hours, and in some places up to a day. Seas were 10 feet above normal and Jacksonville Beach received over seven inches of rainfall. Electricity for Jacksonville and surrounding areas was lost for six days. While Dora caused no deaths in the Jacksonville area, buildings and structures throughout North Florida were severely damaged or lost. Bulkheads were destroyed and 43 homes were lost in the Jacksonville beaches communities, with 20 swept into the sea. In her trail, Dora left damages totaling more than \$280 million (close to \$2 billion in today's dollars). This dramatic photo below shows oceanfront houses destroyed or lost to the sea in Jacksonville Beach from Hurricane Dora.



On October 7, 2016 Hurricane Matthew moving north passed 37 miles off the coast of Jacksonville Beach with winds of 110mph. High waves knocked down and washed away parts of the pier. There was a reported loss of \$4.5 million to the community.



From 1871 to 2024, there have been 74 tropical events where Jacksonville Beach has been near or within the core of the wind field. On average, Jacksonville Beach feels the effect from tropical weather events approximately every 2 years.

- **Storm Surge-** Storm surge is considered the most destructive of the forces related to hurricanes and presents a major hazard in NE Florida coastal communities from the force and associated flooding. Storm surge is the result of wind driven water impacting the continental shelf and building up large waves of water reaching heights up to 15-20 feet as it reaches the coast. Severe damage to any structure in the path can be expected as well as extensive beach erosion. Storm surge will also have an effect on the Intracoastal Waterway and adjoining property, backing up tidal waters and resulting in extremely high tides and possible flooding.

Drowning from storm surge and/or flooding is the leading cause of hurricane related deaths. Elevations at the beach vary from 4-20 feet above sea level. Reliable factors in determining storm surge include the position of landfall related to the storm, the size of the storm, the terrain, and depth of the adjoining water, and the tidal levels. Maximum storm surge usually occurs to the right front quadrant area of the storm, near the point of maximum winds, with the greatest flooding impact from storm surge north of the eye

Sea, Lake, and Overland Surges from Hurricanes (**SLOSH**) modeling is created to assess and visualize storm surge risk under varying conditions. This data is used for hazard analysis and aids in determining the evacuation zones.

- **Wind-** Wind ranks second behind storm surge among the lethal components of a hurricane's destructive force, yet affects far more people due to the regional impact. High winds will impact inland as well as coastal areas causing problems such as structural failure, damage from wind-blown debris, transportation and evacuation issues, and other related problems. Hurricane force winds are those in excess of 74 MPH with gusts to over 200 MPH. Gale force winds can extend up to 200 miles on the front side of a storm.

2. Severe Weather - Lightning & Tornadoes. Florida is the lightning capital of U.S. It is the most dangerous and frequently encountered weather hazard and the second most frequent weather hazard killer in the U.S.

Tornadoes are described as violent rotating columns of air (100-300 MPH) extending from a thunderstorm to the ground. This type of phenomenon will be associated with a thunderstorm or may form during a hurricane. On average, 800 tornadoes are reported annually in the U.S. Tornadoes can occur anywhere and at any time of the year. While the width of most tornadoes is relatively small (less than 200 feet), violent storms may develop winds up to 300 MPH with a diameter of 1½ miles. Warning measures for a tornado are limited with hazards related to destructive winds, flying debris, and limited shelters.



- 3. Flooding.** Flooding may be due to thunderstorms passing through the area dropping a considerable amount of rain, or related to heavy rains from a slow moving tropical storm or hurricane. Several areas in the City may be prone to flash flooding due to low land elevations and close proximity to the Intracoastal Waterway. It is not uncommon for severe storms to create 3-5 inches of rain in a short period of time. If this rainfall occurs during extreme high tides, outfalls may already be inundated with tidal water causing storm water systems not to drain. Areas that may be affected include 3rd Street North, Sandra Drive, and the Intracoastal Waterway neighborhoods. The annual average amount of rain for Duval County is 52 inches.
- 4. Disease/Pandemic Outbreak.** As 2020 has taught us, a disease/virus outbreak such as COVID-19 can devastate a community quickly. Needed supplies will be limited and in short supply. It may take years for communities to return to what was normal behavior before the event, and longer to recover from the financial losses that will be incurred.
- 5. Hazardous Material Incidents.** Individuals in Jacksonville Beach may be vulnerable to a variety of hazardous and combustible materials in the event of a spill or release from storage facilities or by air, water, or land transportation. There are several public and private facilities that store and use hazardous materials in Jacksonville Beach. There are two bulk LPG sales/storage facilities, the City water and pollution control plants have bulk chlorine storage, the hospital stores bulk liquid oxygen, there are numerous fuel stations with underground fuel storage tanks, and the City operates a natural gas pipeline systems that supplies Jacksonville Beach and the Ponte Vedra communities. Transport vehicles containing thousands of gallons of both LPG and fuels may be transporting or off-loading hazardous materials in the City at any given time. Due to the close proximity to two military bases and direct access to the Atlantic Ocean and Intracoastal Waterway, there is a considerable amount of marine vessels and aircraft that could create a hazard in the City in the event of a spill, crash, or other accident.
- 6. Utility/Critical Infrastructure Disruption.** The disruption of electricity, water, sewer, natural gas, and communication systems for any extended period of time can have a major impact on the services provided to the citizens. These outages may occur at any time but are usually associated with weather related problems, fires, or other man-made accidents. Power outages could impact communications, electronics, and water and sewer systems; however, most critical functions are backed up by generator power in the event of power failure.
- 7. Terrorism/Cyber Attack.** Terrorism is the unlawful use or threatened use of force or violence by a group or individual committed to intimidating or coercing a government, citizen population, in furtherance of a political or social objective. The destruction or threat from a terrorist may utilize a variety of methods to reap chaos. Methods may include cyber terrorism, active shooter, chemical dispersion such as saran, attacking or exploding nuclear facilities or radioactive devices, the spreading of biological agents such as anthrax or small pox, or detonating explosive devices such as a pipe or car bomb or IED. Targets may be equipment, vehicles, citizens, public activities, special events, infrastructure, emergency workers, or a host of others. In 2024 the City of Jacksonville



Beach suffered a cyber attack that crippled several non-critical city servers temporarily affecting non-infrastructure services.

8. **Civil Disorder.** Riots, looting, mass vandalism, and fires may be caused by a variety of social factors. Civil disorders have a high potential for injuries/death and property damage and require a large amount of resources to manage.
9. **Special Events.** Due to the high public profile and large crowds, special events held in the City have a high potential for injury/death from accidents, property damage, civil disorder, transportation issues, and a potential site for terrorist activities. These events require a large number of resources and proactive prevention methods.

Geographic Information

The City of Jacksonville Beach is located in Northeast Florida on a barrier island in the southeast corner of Duval County. The City is bound on the east by the Atlantic Ocean and on the west by the Intracoastal Waterway. Directly to the south of Jacksonville Beach is Ponte Vedra, a city in northern St. Johns County. Bordering to the north is the City of Neptune Beach.

Jacksonville Beach covers slightly more than 8.06 square miles. The city is generally a residential community with highrise condominiums scattered along the oceanfront. There is a strong commercial/entertainment district in close proximity to the beach and City Hall. The majority of special events occurs in this area. 44.9% of the land use in the City is residential, followed by 21.8% being governmental mainly due to the City Golf Course. Light commercial businesses are scattered throughout the city along with a few large shopping centers, assisted living facilities, a nursing home, a hospital, and a marina located on the Intracoastal Waterway. Access to the city from the west is across the Intracoastal Waterway via the bridges at either Beach Blvd. Atlantic Blvd. or JTB. Access from the north or south is via A1A (3rd Street).

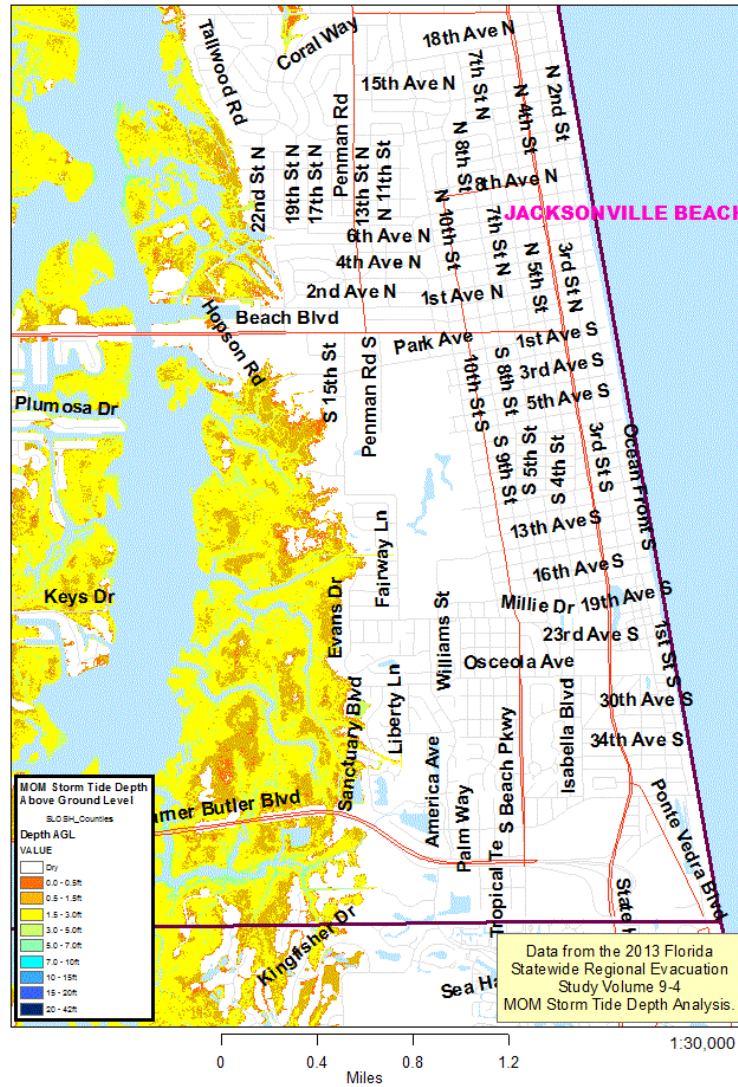
Areas on the west side of the city that border the Intracoastal Waterway are made up of environmentally sensitive areas that include salt marshes and wetlands. The highest elevation in Jacksonville Beach is in the Rip Tide neighborhood at an elevation of 26 feet. The average elevation is 10 feet above sea level.

Because the Atlantic Ocean is to the east of the city and the Intracoastal Waterway borders the city on the west, the city is susceptible to severe flooding and tidal surge during tropical events. Surface water drainage systems lead to the Intracoastal Waterway and Atlantic Ocean. When tides are higher than normal, drainage of surface water is hampered or may not occur at all until the tide recedes.

The SLOSH models shown below reference the maximum surge expected at a given location regardless of the track or direction of the storm (MOM).

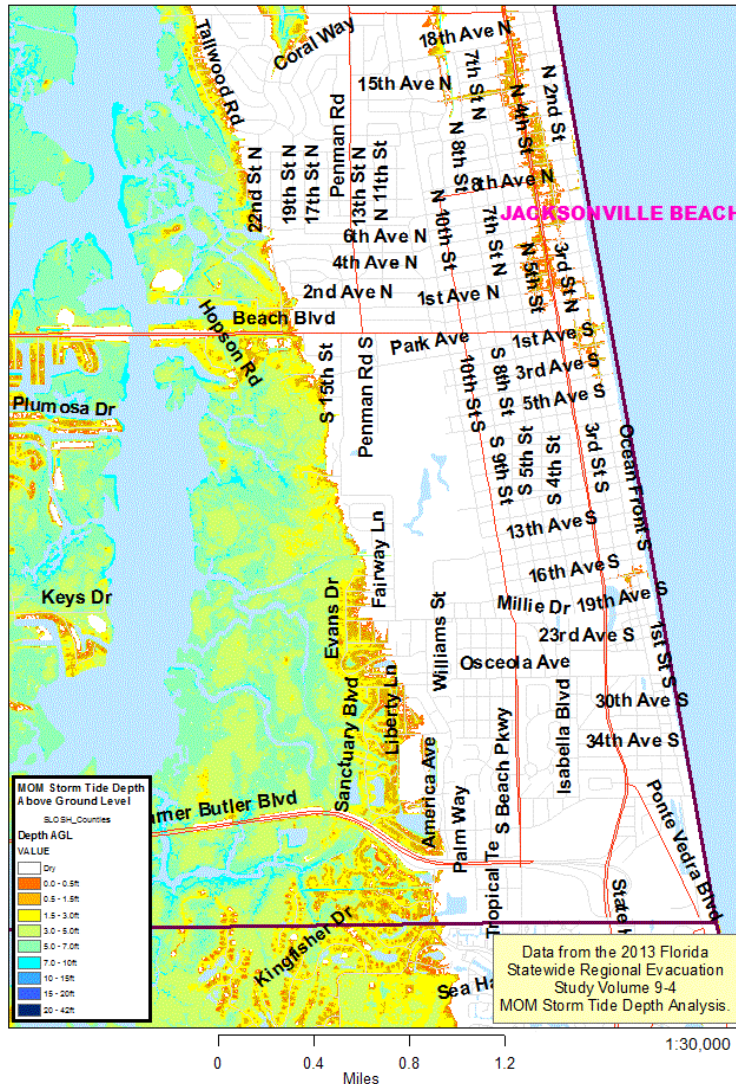


SLOSH MOM Storm Tide Depths Jacksonville Beach, Florida Category 1 NEFRC Color Scale



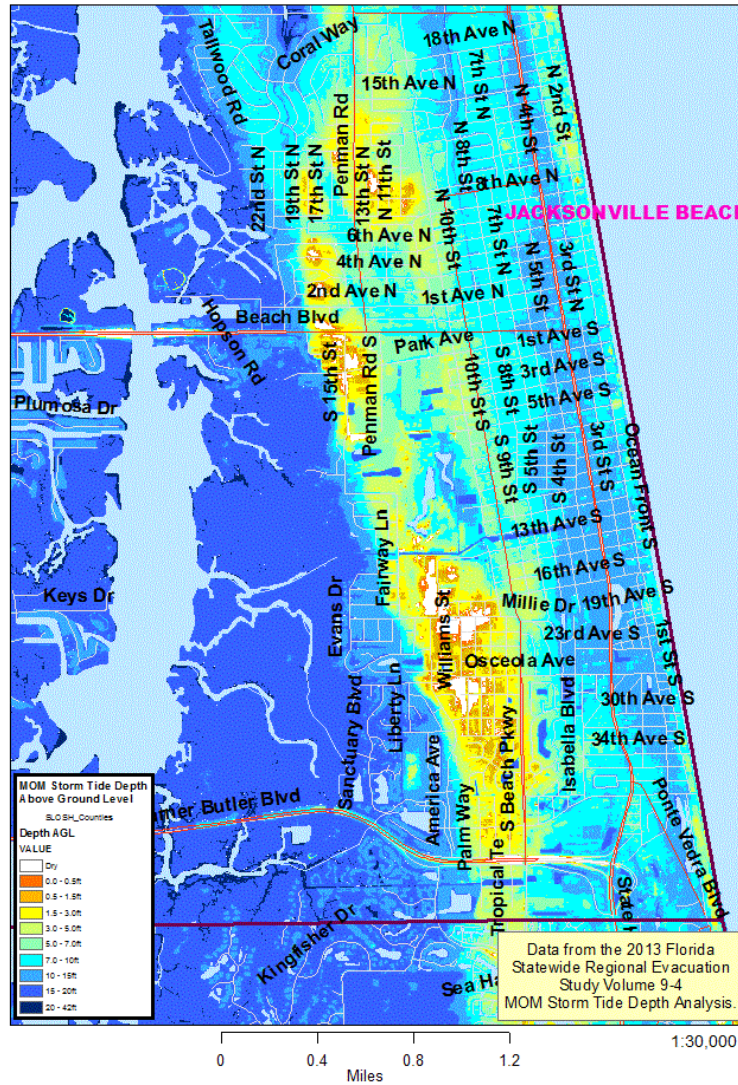


**SLOSH MOM Storm Tide Depths
 Jacksonville Beach, Florida
 Category 2 NEFRC Color Scale**



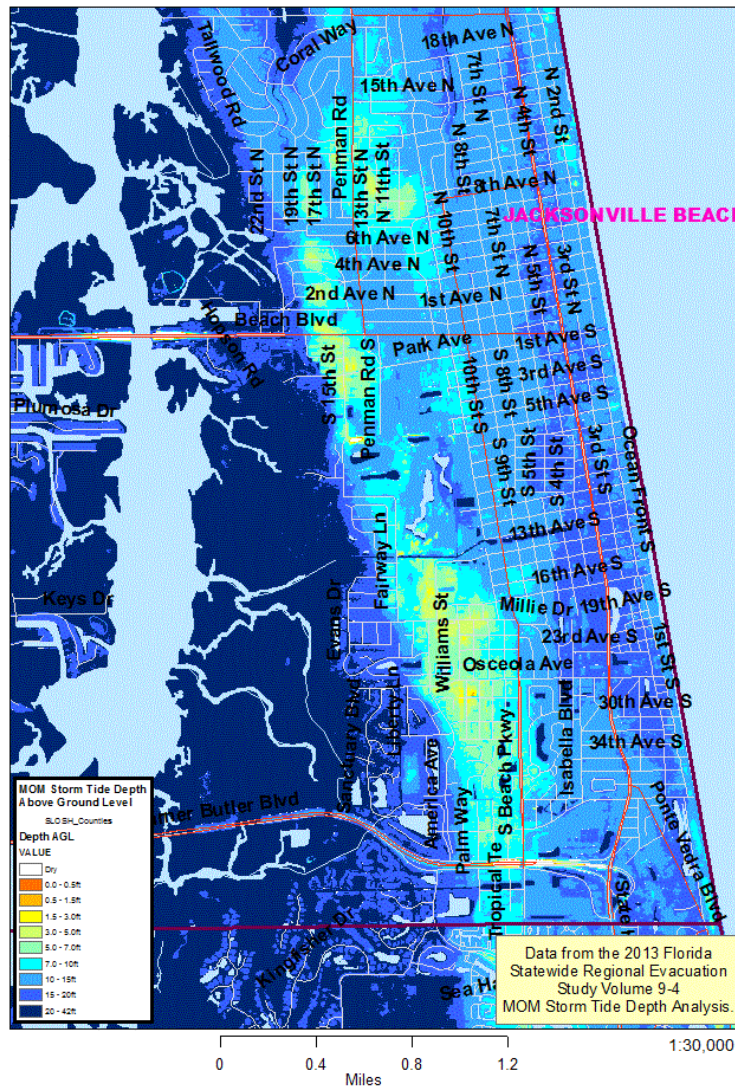


**SLOSH MOM Storm Tide Depths
 Jacksonville Beach, Florida
 Category 4 NEFRC Color Scale**



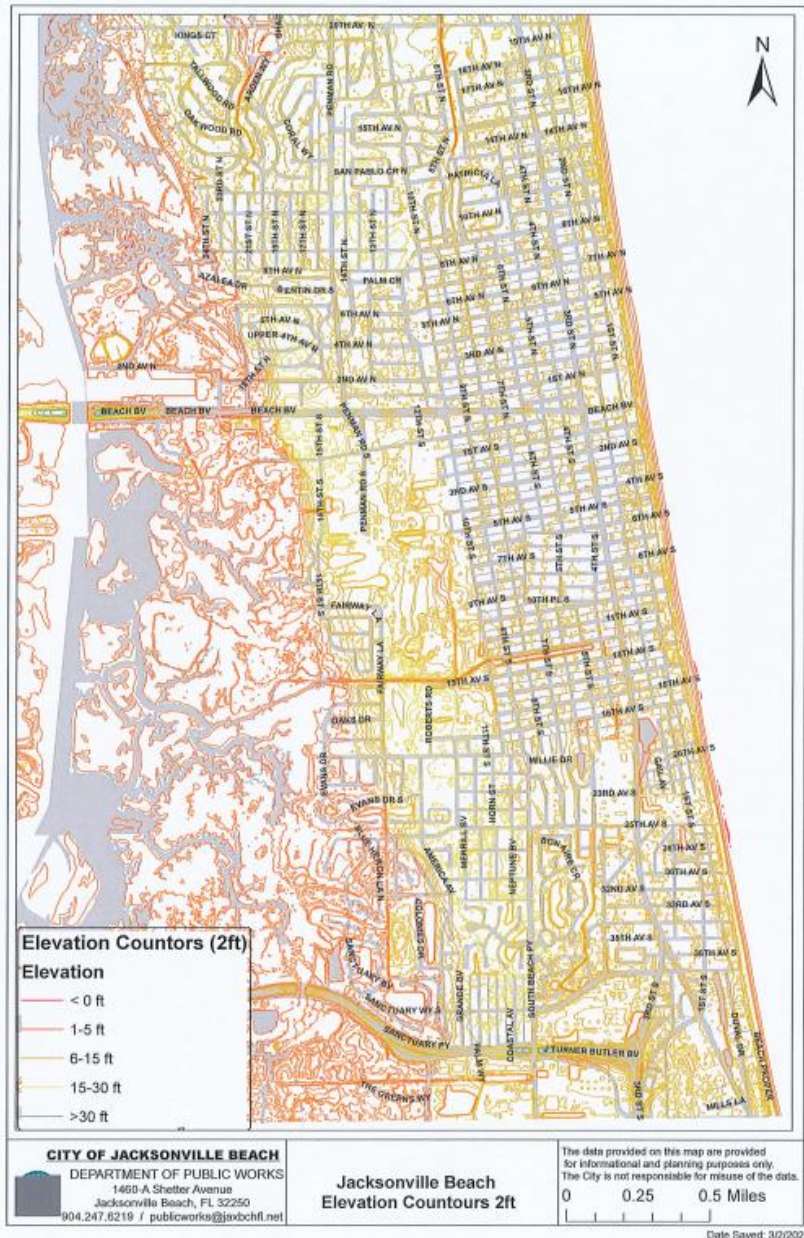


**SLOSH MOM Storm Tide Depths
Jacksonville Beach, Florida
Category 5 NEFR Color Scale**





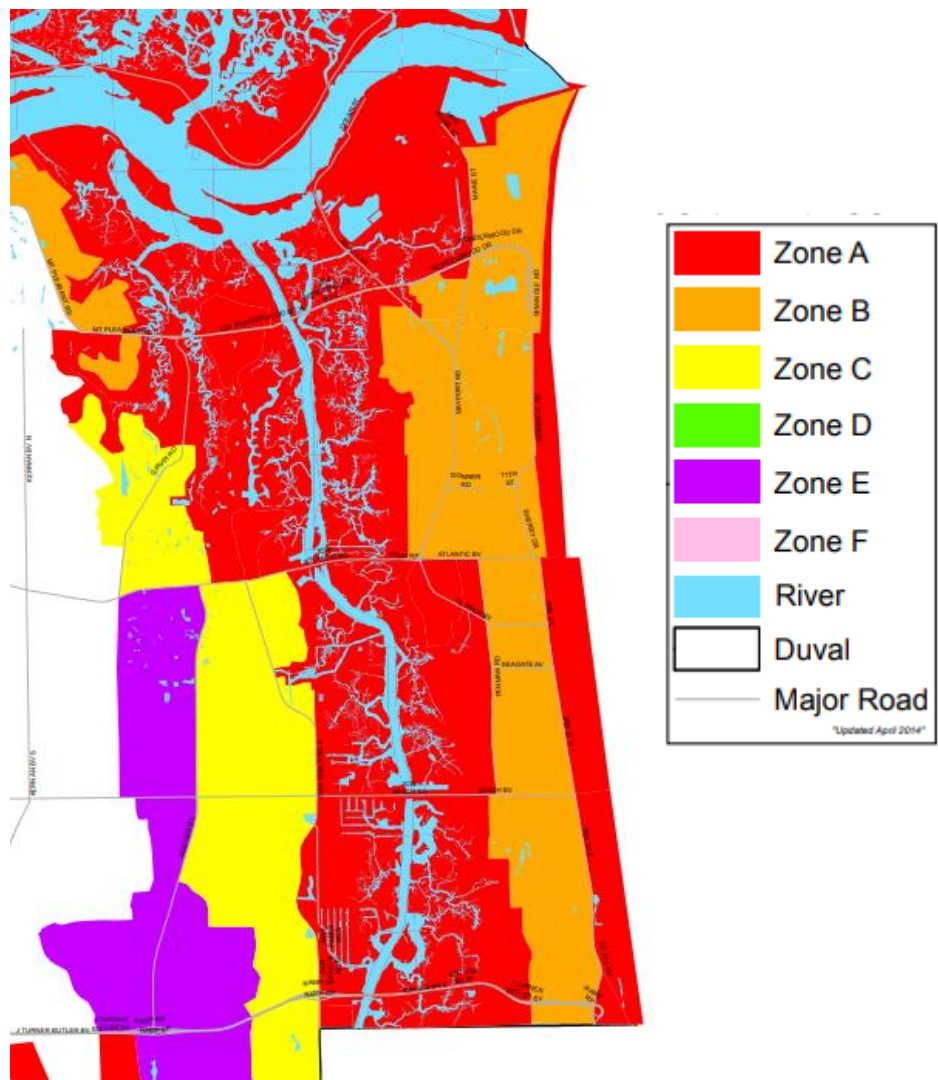
City of Jacksonville Beach Elevation Map





Jacksonville Beach is in evacuation zones A and B for Category 1-5 hurricanes. When an evacuation is called for at the beaches, it is for both zones. Normal evacuation routes from the beach utilize J. Turner Butler Blvd, Beach Blvd., and Atlantic Blvd. to the west, and A1A to the north and south. When an evacuation order is issued, the entire island evacuates.

Jacksonville Beach Hurricane Evacuation Zones





Demographics

According to the U.S. Census Bureau, the resident population of Jacksonville Beach in 2019 is estimated to be 23,628. However, on the weekends and during special events, the daily population may increase by an additional 100,000 individuals. Other Statistics are:

- Median age is 44 years of age
- Males make up 52% of the population
- Females make up 48%
- 87.% of the population is white
- 5% of the population is Hispanic or Latino
- 2% are African American
- 2% are Asian
- 4% are other ethnicity
- Median Household income is \$115,825
- 5.8% of the residents live in poverty
- 96.9% graduated high school
- 58% graduated college

Economic Profile

The largest industry in Jacksonville Beach is the healthcare sector, which makes up 13.9% of the workforce, followed by the professional, scientific, and technical services sectors making up 13.4% of the workforce. The education sector is at the end of the scale making up only 5.8%. The median house/condo value is \$612,168, and the median gross rent is \$2,043. The total Jacksonville Beach property value is approximately \$5.2 trillion.

III. CONCEPT OF OPERATIONS

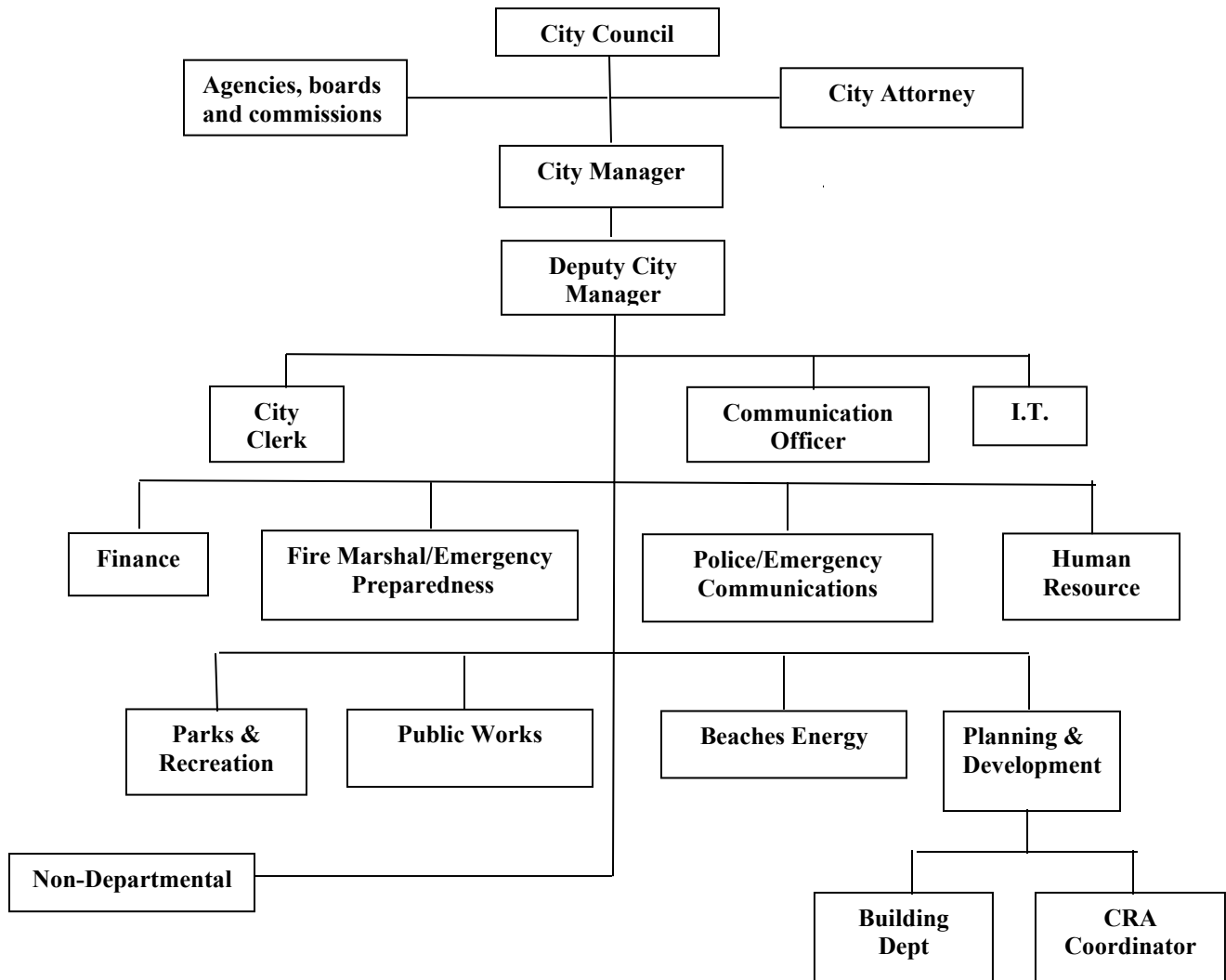
Organizational Structure

The City operates under a council-city manager form of government. Policy making and legislative authority are vested in the City Council, which consists of a mayor and six council members. The City Council is responsible for determining policy, passing ordinances, adopting the annual budget, appointing committees, and hiring the City Manager and City Attorney. The City Manager is the Chief Operating Officer for the City and is charged with carrying out the policies of the City Council and managing day-to-day operations. The Executive Group is under the City Manager and is comprised of the Department Heads.

The day-to-day management structure and line of authority of the City of Jacksonville Beach is illustrated by the following organizational chart.



CITY OF JACKSONVILLE BEACH ORGANIZATIONAL CHART





National Incident Management System (NIMS) is used by the City of Jacksonville Beach to coordinate emergency management activities effectively and efficiently regardless of the size or complexity of the event. This systematic approach utilizes standardized terminology and organizational structures, interoperable communications, consolidated action plans, uniform standards for planning, training, and exercising, incident command structure, uniform personnel qualifications, comprehensive resource management, and designated incident facilities during incidents.

NIMS is a common approach for managing incidents that is flexible, but has a standardized set of incident management practices. It emphasizes that all incidents begin and end locally, and are managed daily at the lowest possible geographical, organization, and jurisdictional level.

The City of Jacksonville Beach utilizes the Incident Command System (ICS) element of NIMS as a fundamental element of incident management. ICS integrates a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The activities are facilitated in five major functional areas: command, operations, planning, logistics, and finance/administration.

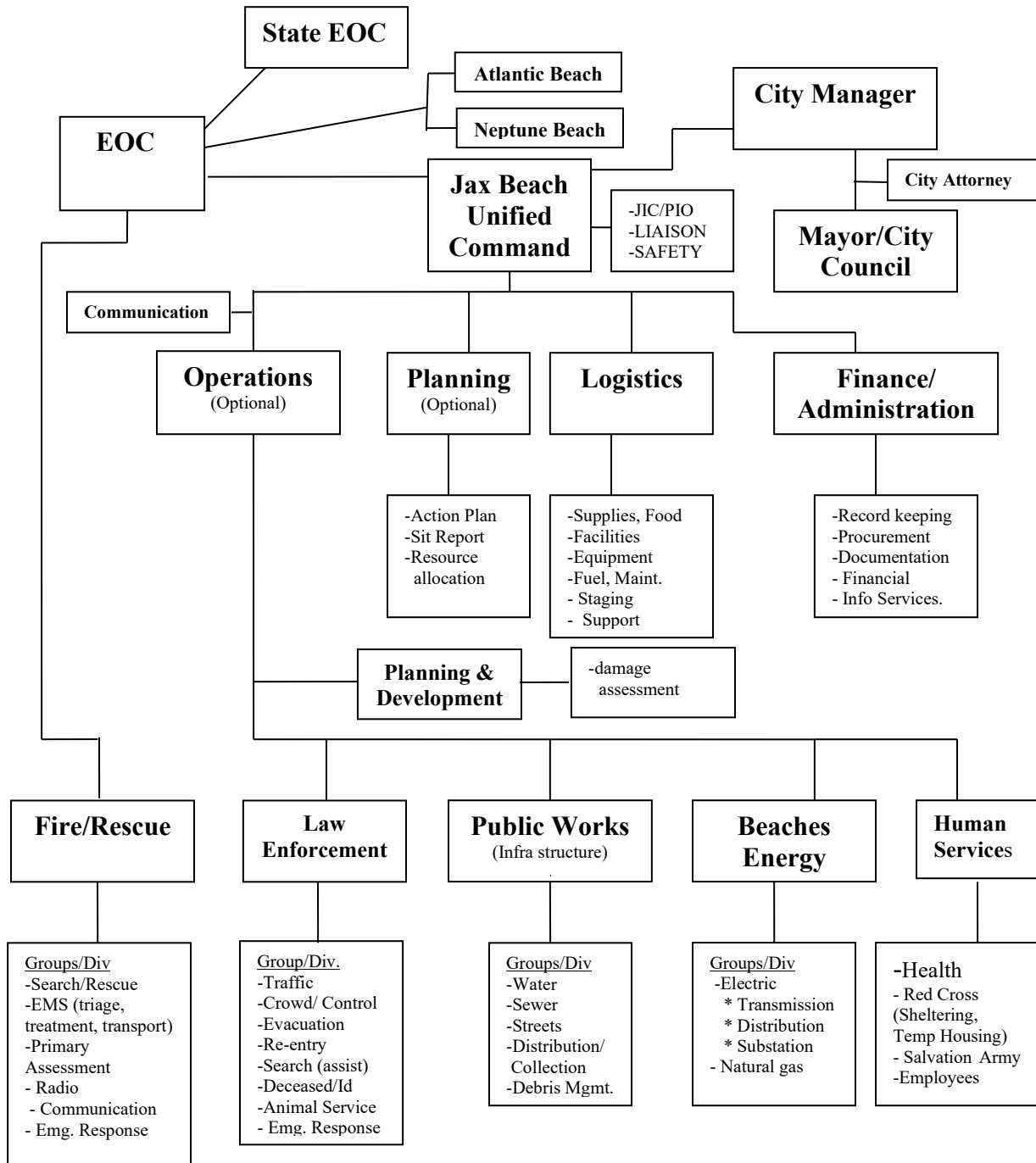


The Incident Command Emergency Operation Center organizational structure is the temporary re-organization of government to address the extraordinary communication and coordination requirements posed by an incident. Once the decision to fully activate the Emergency Preparedness Organization is made, the following Organizational Charts may be used as guides. The first chart is for local or small events requiring activation of the Emergency Operation Center (EOC), and the second one is for catastrophic events or when a state of emergency has been declared, the evacuation of the beaches is ordered, and a Beaches Division is established to coordinate all beach cities with Duval County (Co/Jax EOC).

The primary location of the Jacksonville Beach EOC is at the South Beach Parkway Community Center, 2508 South Beach Parkway, however, other locations may be used depending on the event.



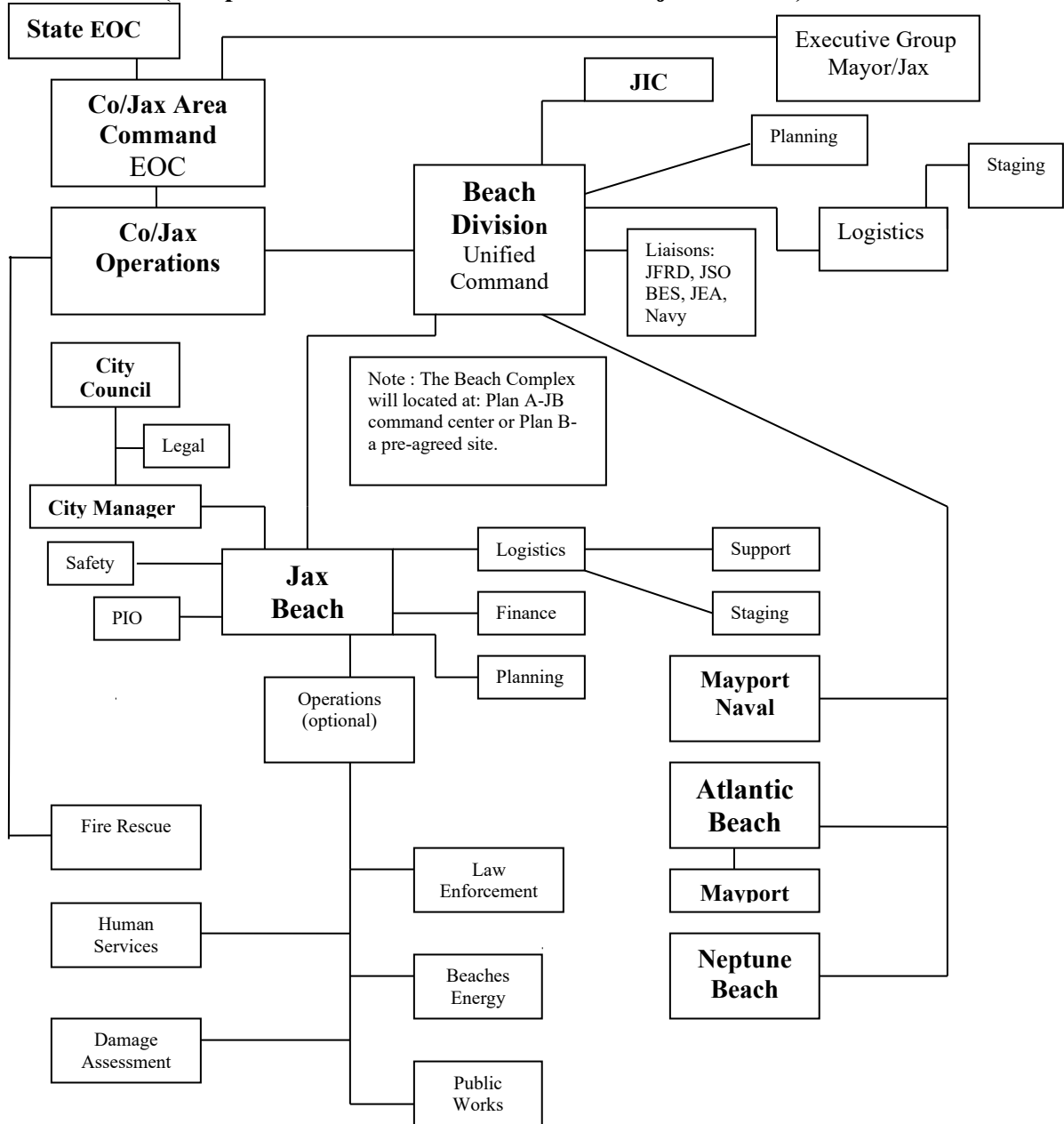
**EMERGENCY OPERATIONS ORGANIZATIONAL CHART
(Sample Incident Command Structure (ICS) for localized event)**



For a small local event, the ICS command structure would be initiated and those functions stood-up or added as needed. If the Beach Division is not stood up each beach city would have their own liaisons operating independently with Co/Jax EOC. Each city would run their operations independently.



(Sample ICS Command structure for major disaster)



For a major or catastrophic disaster, the command structure will change. Co/Jax EOC will become an Area Command with designated complexes. The Beach Division will become a Unified Command with decision makers from each beach city staffing it. Other ICS functions will also be staffed such as planning, logistics etc. Liaisons from the Navy, BES, JEA, JFRD, and JSO will be needed to assist in coordinating operational plans for the Beach Division. The Beach Division would act as MAC (multi-agency coordinating group) mainly for coordinating resources and information from the beach cities to Co/Jax EOC. Each beach city will run their own operations, however resource needs and overall planning may cross boundary lines.



MCEMP Activation/Authorization

This MCEMP should be activated during situations that require a response beyond the scope of normal emergency operations. Consider this plan to be in effect based on the following:

- On the order of the Mayor or representative, provided the existence or threat of a local emergency is proclaimed in accordance with the City Charter and the City's Civil Emergency Ordinance.
- When the County Executive (Mayor) has proclaimed a state of emergency in Jacksonville/Duval County.
- At the direction of the City Manager (City Executive Officer) or his/her representative in response to a major emergency.
- When the Governor has proclaimed a state of emergency in an area that includes Duval County.
- By a presidential declaration of a national disaster or emergency.
- Automatically on the proclamation of a state of war, the receipt of an attack warning, or the observation of a nuclear detonation.
- Portions of this plan may be activated on a smaller scale at the direction of the incident commander for an emergency involving multiple departments or agencies.

EOC Levels of Activation/Assistance

The City of Jacksonville Beach does not utilize a full time EOC or emergency management staff, but staffs a local command post as events dictate. For a small disaster or event, the Jacksonville Beach EOC may be activated without the Co/Jax EOC being activated. In some cases, due to the potential for a disaster, activation of a local operations post and the ICS structure may precede the actual event.

When the event is large enough to affect all three beach cities, Duval County may establish the Beach Division. If the Beach Division is operational, it would be utilized as a multi-agency coordinating group (MAC) with a representative from each Duval County beach city coordinating information and resources needed to Co/Jax EOC. Each beach city (Atlantic, Neptune, and Jacksonville Beach) will have representatives (senior staff or city managers) at the Beach Division for decision making and coordinating activities and resources. Liaisons from Beaches Energy Services (BES), Jacksonville Electric Authority (JEA), the Jacksonville Sheriff's Office (JSO), the Navy, and the Jacksonville Fire & Rescue Department (JFRD) will be needed to coordinate activities. The Beach Division may be located in a separate area at the Jacksonville Beach EOC. Each beach city within Duval County is responsible for their own city's response/recovery functions/operations although all resources and overall plans will be coordinated through the Beach Division to Co/Jax Operations at the EOC.

Under Florida Statutes Chapter 252, each county operates an emergency management agency for the purpose of coordinating disaster relief. There are three levels of activation by the county and state Emergency Management agencies, depending on the situation.

- **Level 1 - Full Scale Activation.** In a full scale activation, all primary and support agencies under the plan are notified. The EOC will be fully staffed and all Emergency Support Functions (ESF) at the state level.



- **Level 2 - Partial Activation.** This is a limited agency activation. Primary or lead ESFs and staffing are notified and activated.
- **Level 3 - Monitoring Activation.** Level 3 is typically a “monitoring” phase. Notification will be made to those agencies and ESFs who would need to take action as part of their everyday responsibilities.

EOC Emergency Support Functions

ESFs allow multiple agencies with like functions to operate from a joint location to allow for collaborative support. By each working group staffing an ESF in the EOC provides for a well-informed Command and Control Center. The City of Jacksonville Beach EOC utilizes the following ESFs: Police, Public Works, Beaches Energy, and a Fire Rescue representative supplied by JFRD. Any efforts/equipment/supplies needed beyond the capabilities of the City of Jacksonville Beach will be requested to through the Co/Jax EOC.

For catastrophic disasters or the potential of a catastrophic disaster, the beach cities may form a Beaches EOC. If the Beaches EOC is established, it will function as a multi-agency coordinating group with each beach community providing an representative. Each city will operate as an independent command structure.

Any request for additional resources will go through the Beaches EOC to the Co/Jax EOC. Duval County operates a central staging area at a site such as Cecil Field which will maintain items such as fuel, food, equipment, staffing, supplies, and other needs. Web-EOC is one management system that will be used to track resource request and document task performed during the event.

Emergency Management Support Facilities

1. South Beach Parks and Recreation Facility- 2508 South Beach Parkway
 - Primary site for the Jacksonville Beach Command Post or may be used as a facility for continuity of government operations.
 - Primary location for the City’s Co-Op POD.
 - Primary alternate facility location for City Hall.
2. O&M Facility-1460 Shetter Avenue
 - Headquarters for BES Operations. Alternate location for Jacksonville Beach EOC and back-up site for Co-Op POD for City employees.
 - The City’s radio800 MHz system and radio tower is located at this site.
3. Police Department and Emergency Communications Center- 101 Penman Road S.
 - 911 Communications Center and Alternate EOC location
4. Jacksonville Fire Station 71- 325 2nd Avenue S.
5. Jacksonville Fire Station 60 - 2500 South Beach Parkway
6. Jacksonville Beach City Hall- 11 3rd Street N.
7. Co/Jax Emergency Operations Center- 4th Floor, 515 N. Julia Street, Jacksonville, Florida
8. State of Florida Emergency Operations Center- 2555 Shummand Oak Blvd, Tallahassee, Florida



9. Wingate Park - 355-433 Penman Road S.
 - Staging area and site to be used for portable buildings if needed.
10. Baptist Medical Center Beaches - 1350 13th Avenue S.
11. Beach Division
 - Conglomerate of the three beach communities, located at the EOC or a site decided on by the beach cities.
12. Point of Distribution (POD) Sites
 - Pablo Avenue, 400-500 block
 - South Beach Park, 2514 South Beach Parkway
 - Fletcher Middle School (Public POD), 2000 3rd Street N.

Delegation of Authority. The head of the Emergency Preparedness Organization is jointly shared by the Mayor and the City Manager assisted by the Deputy City Manager or the Executive Group. The City Manager may delegate responsibilities to the Deputy City Manager, or a member of the Executive Group, authorizing him or her to task the necessary resources needed in responding to and recovering from an incident. Incidents that escalate to one of the following categories may require a State of Emergency, as defined in Florida Statutes Chapter 252.34:

- Catastrophic disaster – a disaster that will require massive state and federal assistance, including the military.
- Major disaster – a disaster that will likely exceed local capabilities and require a broad range of state and federal assistance.
- Minor disaster – a disaster that is likely to be within the response capabilities of local government and will likely result in only a minimal need for state or federal assistance.

Smaller, less complex incidents are often handled by field incident commanders in their respective specialty areas. For example, law enforcement issues are managed by the Jacksonville Beach Police Department and electric utility issues are handled by Beaches Energy.

City of Jacksonville Beach Department Directors will ensure that their departments are prepared to assist in the emergency management activities. Each department is required to appoint a minimum of two individuals that part of their responsibility is to staff the Jacksonville Beach EOC when it is activated.

Line of Succession. City of Jacksonville Beach Municipal Code Chapter 2, Article II, Section 2-19 advises that the Mayor Pro-Tem will temporarily fill the Mayor's position in her or his absence.

In the event the City Manager is unavailable, the Deputy City Manager will assume the duties of the City Manager. In the event the City Manager and Deputy City Manager are not available, the Chief Financial Officer will assume the duties of the City Manager.



In the event the Fire Marshal is unavailable to perform the Emergency Management Preparedness duties, the Police Chief will fill the position. If the Police Chief is also unavailable, a Jacksonville Beach Police Commander will be assigned the function.

Direction and Control

The direction and control of the EOC is vested in the City Manager and is responsible for the prompt, efficient execution of the emergency preparedness plan necessary to:

- Reduce the vulnerability of the people and of the City to damage, injury, and loss of life and property.
- Prepare for and execute rescue, care, and treatment of persons victimized or threatened by disaster.
- Provide a setting conducive to the rapid and orderly start of restoration and rehabilitation of persons and property affected by disaster.

Declaration of Emergency. When it is determined that any human-made or natural disaster or emergency has occurred, or that the occurrence or threat of one is imminent and requires immediate and expeditious action to protect the lives and property of the citizens and to provide for the continued operation of essential services, the Mayor, or in the Mayor's absence, the Mayor Pro-Tem, is authorized to declare a state of emergency. In the absence of either the Mayor, Mayor Pro-Tem, or City Council, the City Manager may declare a state of emergency. A declaration of a state of emergency shall activate this MCEMP and shall be the authority and guidelines for emergency measures as well as to authorize the use or distribution of any supplies, equipment, materials, or facilities assembled or arranged to be made available pursuant to such plans. A local government must renew a Declaration of a State of Emergency every 5 days per Florida Statute.

The Mayor and City Manager jointly have the power to invoke any or all of the following discretionary emergency provisions during a declared state of emergency or disaster:

- The establishment of curfews, including the prohibition of or restrictions on pedestrian and vehicular movement, standing and parking, except for the provision of essential services such as fire, police, and hospital services (including the transportation of patients), utility emergency repairs, and emergency calls by physicians.
- Prohibition of the sale or distribution of alcoholic beverage.
- The prohibition of the possession by any person in a public place of any portable container containing any alcoholic beverage.
- Closing of places of public assemblage with designated exceptions.
- The prohibition of the sale or other transfer of possession, with or without consideration, of gasoline or any other flammable or combustible liquid, altogether or except by delivery into a tank properly affixed to an operable motor-driven vehicle, bike, scooter, boat or airplane and necessary for its propulsion.

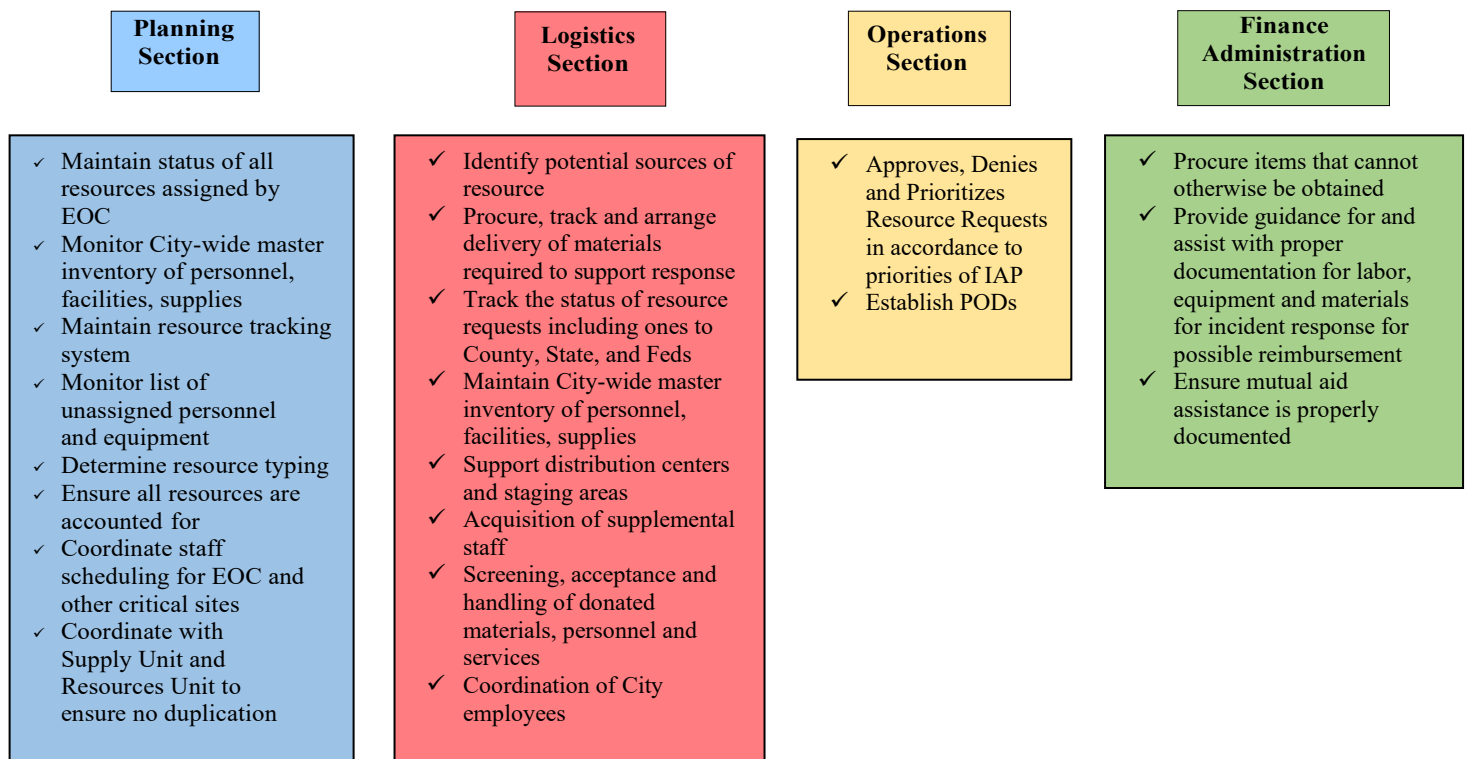
Once the City of Jacksonville Mayor determines the emergency or disaster is beyond the City's ability to effectively respond, a request for County assistance can be made by the Mayor to the Governor.



Resource Management

The City of Jacksonville Beach Resource Management System is a comprehensive system for managing all available resources utilizing NIMS. It encompasses the movement of personnel, goods, and services using policies and procedures such as mutual aid and reception centers.

Resource Management System Overview



Roles and Responsibilities

As a condition of employment, all employees will be designated as a Primary or Reserve Emergency Responder. Employees shall ensure that they have taken measures to plan for evacuating or sheltering their family and pets, and securing their home, in a manner not to interfere with their ability to report to duty as directed by their Department Director or designee.

Primary Emergency Responders. All full-time employees are designated as Primary Emergency Responders and are required to be on duty before, during, and after disaster events, unless otherwise directed by the Department Director or designee.

Reserve Emergency Responders. All part-time employees are designated as Reserve Emergency Responders and are allowed to go home before the event. They are not required to report to work until requested or advised to do so. Reserve Emergency Responders must monitor local media for instructions and must make every reasonable effort to contact their department to determine when and where to report to work.



Mayor. The mayor is authorized to declare a state of emergency. While dependent on state laws, the mayor has the ability to establish curfews, direct evacuations, authorize spending, and coordinate with the local health authority to order a quarantine if needed. The mayor provides a key role serving as the liaison with Co/Jax Executive Group as a member of the Security Emergency Preparedness Planning Council (SEPPC) representing Jacksonville Beach. When the Beach Division is activated, the mayor is instrumental in the coordination of activities with the other two beach cities.

City Manager. In addition to providing leadership and objectives for the City of Jacksonville Beach, the City Manager is the Chief Executive Officer for the City of Jacksonville Beach with responsibility over all operations during the preparedness, response, recovery, and mitigation periods.

Fire Marshal. The Fire Marshal is the Emergency Management Preparedness Coordinator for the City of Jacksonville Beach. Responsibilities include: maintaining the MCEMP and COOP, provide annual training and at least one exercise involving the MCEMP and COOP to the City's supervisor staff, perform disaster preparedness awareness/education in the community, assist with the LMS, and maintains the operational readiness of Jacksonville Beach EOC. The Fire Marshal will work closely with the Police Chief during an EOC activation and assist as needed during the response phase. During the Recovery and Mitigation Phases, the Fire Marshal will aid with damage assessment activities, the completion and collection of FEMA required supporting documentation, and will provide support as needed to the department directors.

Police Chief. When an event requires the activation of the Jacksonville Beach EOC, the Police Chief assumes the role of Emergency Manager and will establish the local command center, assist with directing emergency operations during a disaster, and coordinate information with Co/Jax EOC. The Fire Marshal will assist as needed. Both these individuals work closely with the Duval County Emergency Preparedness Division.

Mayor of Jacksonville. The Mayor of the City of Jacksonville is the director of the Executive/Policy Group of the Co/Jax EOC and has the authority to establish policies that direct county operations. Upon the declaration of a state of disaster by the Executive Officer (Mayor of Jacksonville), the Co/Jax EOC becomes fully operational and activates the City of Jacksonville's CEMP or other disaster Plans. All county-wide operations will be coordinated through the EOC.

Executive Staff/Department Directors. Department Directors are responsible for the preparedness, response, recovery, and mitigation activities of their respective departments. They are to assign personnel to the EOC to staff the various sections, branches, divisions, groups, and units as needed.

Operations Group. The Operations Group is comprised of personnel from the different City departments. Some of these responsibilities include, but are not limited to:

- Provide up-to-date information to the Executive Group keeping the informed about the emergency situation.



- Ensure directives issued by the Executive Group are enacted.
- Maintain upward, downward, and lateral communication within the emergency operational structure.
- Promote coordination and cooperation among public and private sector participants.
- Coordinate inter-governmental and intra-governmental activities and maintain liaison with the Co/Jax EOC and the other two beach cities.
- Coordinate with the JFRD to ensure fire rescue services capable of protecting life and property, providing fire protection, responding to emergency medical events, and search and rescue services are operational in Jacksonville Beach.
- Provide law enforcement services designed to protect life and property, execute traffic control procedures maintaining open routes for evacuation and the movement of response personnel, control re-entry to the City and affected areas, and Initiate and coordinate the activation and deactivation of the EOC.
- Maintain and restore the water distribution system.
- Maintain the safe removal of wastewater and sanitation operations.
- Maintain and restore Beaches Energy's natural gas distribution system.
- Coordinate damage assessments activities.
- Coordinate the removal of debris and repairs to roadways and drainage systems.
- Coordinate the restoration of electrical services and natural gas services to BES customers.
- Assist and coordinate the request for County assistance or emergency-related mutual aid.
- Coordinate the evacuation of Jacksonville Beach.
- Perform any additional functional requirements, determined by the City Manager and Executive Group.

ICS Sections. ICS Sections used by the City of Jacksonville Beach are Command, Planning, Logistics, Operations, and Finance/Administration. These positions are staffed by members of various City departments. Their roles are dependent upon their section assignment. Some incidents may involve private individuals, companies, or non-governmental organizations which may be assigned as members of the appropriate ICS section. Members are responsible for managing tactical operations directed toward reducing immediate hazards, saving lives and property, establishing situation control, and restoring normal conditions.

1. **Command**

The Command Staff is comprised of the Executive Group and senior supervisors. The PIO, Safety Officer, and Liaison Officer report to the Command Section. These representatives are essential to ensure the needs of the jurisdictions are met. Additional incident management teams may be established as warranted (Area Command).

There are five types of Command that may be established for events in Jacksonville Beach: Single Command, Unified Command, Area Command, Division, Multi-agency Coordination System (MAC).

- **Single Command.** Established within a jurisdiction where an incident occurs, where there is no overlap of authority. A single incident commander will manage the incident.
- **Unified Command.** Established within a single or multiple jurisdiction where



multiple departments/agencies have major responsibility and management of the incident is shared between departments/agencies. In these situations, the department/agency with the most responsibility takes the lead with the other department/agencies assuming a support role or function.

- **Area Command.** Established to oversee the management of multiple incidents that are being managed by an ICS organization or of large incidents that cross jurisdictional boundaries.
- **Division.** Established during a major incident to coordinate activities within an Area Command. A Beach Division (unified command) may be established to coordinate the three beach cities during a major disaster as part of Co/Jax EOC's command structure.
- **Multi-agency Coordination System.** These include EOCs and specialized multi-agency coordinating groups that assist in coordinating resources, information, and policy issues.

The Incident Commander (IC) or Unified Command team (UC) is the individual or joint individuals responsible for the overall incident. Command must be staffed on all incidents. The IC/UC is responsible for scene management. If ICS Sections are not staffed, the IC is responsible for that function. The IC/UC is responsible for developing an incident action plan (for specific time frames) reflecting the objectives and strategies, these may need to be changed as the incident progresses. For small incidents, the plan need not be written. For large scale incidents, a written plan reflecting the priorities, objectives, and needs of all agencies is required.

The IC will base the decision to expand or contract the ICS organization based on three incident priorities:

1. Life Safety. The first priority of the IC/UC is the safety of the emergency workers and the public.
2. Incident Stability. The IC/UC is responsible for determining strategy that will minimize the effect the incident has on the surroundings and to maximize the response effort while using resources effectively.
3. Property Conservation. The IC/UC is responsible for minimizing the damage to property while achieving the incident objectives.

2. **Planning**

The Planning Section's primary responsibility is to collect, analyze, verify, display, and disseminate incident information. This includes assessments, response activities, details regarding the field operating environment, and the status of resources. The Planning Section may be combined with the Command Section.

During the incident response, the Planning Section provides situational advice to help inform operational decision-making. This section is also responsible for facilitating the incident action planning process and the development of the Incident Action Plan (IAP), Recovery Plans, and After-Action Reports. The Planning Section ensures that safety and preliminary damage assessment information is compiled, assembled, and reported in an expeditious manner. The Planning Section is also responsible for the detailed recording



of the entire response effort and the preservation of records during and following the disaster. The respective plans associated with each unit outline roles and responsibilities. The Planning Section may be divided into several units when necessary as follows:

- Damage Assessment Unit
- Documentation Unit
- GIS Unit
- Resources Unit
- Situation Unit
- Technical Specialist

The Technical Specialists are positions that may be located in the Planning Section; however, they are activated based on the needs of the incident. Technical Specialists are those individuals who are subject matter experts and are specially certified in their respective fields. They have special skills and are activated as needed. They may serve in the ICS Structure and normally perform the same responsibilities as their everyday roles. They may report directly to the Planning Section Chief or to the IC, if requested. Examples of technical specialists may include an epidemiologist, attorney or legal counsel, meteorologist, or structural engineer.

3. **Logistics**

The Logistics Section is responsible for planning and executing the acquisition and movement of supplies, food and water, equipment, personnel, and providing facilities in support of the incident response. Tracking the status of resource requests is included in the responsibilities of the Logistics Section. The Logistics Section may have two sections assigned to it, Services Branch and Support Branch. The respective plans associated with each branch outline the roles and responsibilities of the branch and units. The Services Branch could be divided into the following units, as necessary:

- Communications Unit
- Food Unit
- Fuel Unit
- Medical Unit

The Support Branch could be divided into the following units, as necessary:

- Donations Unit
- Facilities Unit
- Ground Support Unit
- Supply Unit

The responsibilities of the Logistics Section include:

- Identify potential sources of resources, including vendors, partner agencies and other jurisdictions through mutual aid.
- Procure, track, and arrange for the delivery of materials and equipment required to support the response.
- Track the status of resource requests.
- Identify, acquire, renovate, and provide logistical services for facilities required to support the incident response.
- Support the establishment of material and equipment warehousing and staging areas as needed.



- Coordinate the acquisition of supplementary staff through use of temporary staff agencies, community volunteers, mutual aid agreements, or other available sources.
- Coordinate the screening, acceptance, and handling of donated materials and services.

4. **Operation**

The Operations Section is responsible for field level incident command, control, and coordination of all response elements applied to incident. Agencies or departments within this section may include Law Enforcement, Fire Department, Public Works, Electric, Human Services, or functional areas such as Hazardous Materials, EMS, Fire, Rescue, etc. The objectives in the IAP are implemented by the Operations Section. Additional resources are requested as needed. The responsibilities of the Operations Section include:

- Coordinate support for field operations.
- Establish response priorities in conjunction with the IC and Executive Group.
- Ensure cross-functional communications and coordination.
- Ensure effective resource sharing among responding agencies.
- Establish and coordinate situation management activities.
- Supervise implementation of the IAP.
- Coordinate response activities with the County and other two beach cities as needed.

Depending on the incident, divisions and branches may be created to support the mission.

5. **Finance/Administration**

The Finance and Administration Section is established when an incident specific to finance and administrative support services are required. A major responsibility of the section is to track the accrued cost of the incident. The Finance and Administration Section works closely with the Planning and Logistics Section to make sure that operation records are reconciled with financial documents. This section has the following responsibilities:

- Provide policy guidance and establishes procedures to authorize the commitment and services of funds.
- Coordinate the accounting for personnel time during the emergency response and recovery efforts, and ensure that employees continue to receive pay, health insurance, and retirement benefits.
- Track and process payments of vendor purchase orders, contracts, claims, and other payments during the emergency.
- Ensure that an accurate accounting of the cost of both response and recovery, is maintained. This includes: personnel time, cost of services provided, for acquiring and maintaining response facilities, materials, and equipment.
- Ensure management and direction of all administrative matters pertaining to compensation for injury and claims-related activities for an incident.
- Implement the objectives of the IAP assigned to the Finance and Administration Section.

The Finance and Administration Section may consist of the following units:



- Compensation/Claims Unit
- Cost Unit
- Procurement Unit
- Time Unit

6. Information/Intelligence (not used by Jacksonville Beach)

If staffed provides analysis and sharing of information and intelligence during an incident. Information may involve national security or may include operational information such as risk assessment.

Lead Agency

The City of Jacksonville Beach MCEMP describes lead and support responsibilities for agencies and personnel that coordinate functions and activities. A lead agency is designated because it either has a statutory responsibility to perform that function through its programmatic or regulatory responsibilities, or the agency may have developed the necessary expertise to lead the group or unit.

A lead agency has the responsibility of coordinating all assisting agencies to ensure that missions are accomplished and resources are maximized. The lead agencies report to their respective branch director or section chief. All lead agency staff must fulfill both administrative responsibilities and operational responsibilities to ensure proper coordination among assisting agencies. The operational responsibilities of each lead and assisting agency are outlined in the specific IAP and the departmental operating plans. Administrative responsibilities for lead agency staff include the following:

- Designate an agency representative or designee with decision making authority who serves as the Emergency Coordinating Officer (ECO) for the agency or department.
- Staff the EOC upon activation and ensure 24-hour staffing coverage based on the level of activation.
- Maintain a roster of all assisting agency contact persons, make necessary notifications, activate assisting agencies as necessary, and maintain ongoing communication.
- Maintain a listing of all available resources.
- Develop, maintain, and review assisting agency plans and/or checklists to allow for the efficient and effective implementation of the group and or unit mission.
- Prioritize missions in coordination with the EOC based on life safety, protection of property, and in accordance with the IAP.
- Once local resource capabilities have been exhausted, coordinate mutual aid and private vendor resource needs to requesting parties within the City, through the proper resource request procedures. Documentation will be maintained for operational accountability and for purposes of financial reimbursement.
- Documentation shall be maintained for operational accountability and for purposes of financial reimbursement.
- Train staff responsible for implementing the plan, including assisting agency staff, in the Operational Plans and Position Checklist



Supporting Agencies

Supporting agencies have the following responsibilities:

- Provide appropriate personnel, equipment, facilities, technical assistance, and other support as required, in order to assist in accomplishing the goals, objectives, and missions assigned.
- Provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of the respective agency.
- Assist the lead agency in staffing the EOC, as needed.
- Maintain and review applicable operational plans and position checklists to allow for the efficient and effective implementation of the group and unit missions.
- Train agency staff responsible for implementing the MCEMP, Operational Plans, and Position Checklists.

City of Jacksonville Beach EOC Activated



Emergency Support Function. ESFs is the structure used for coordinating response to an incident. ESFs consolidate multiple agencies with like functions into a single unit to allow for collaborative support. The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, tasking, and requirements to augment and ensure that the appropriate planning and execution of the mission is accomplished. The City of Jacksonville Beach utilizes a limited number of ESFs in its EOC. ESFs not activated at the Jacksonville Beach EOC are accessible through Co/Jax's EOC.



City of Jacksonville Beach EOC Emergency Support Functions Structure

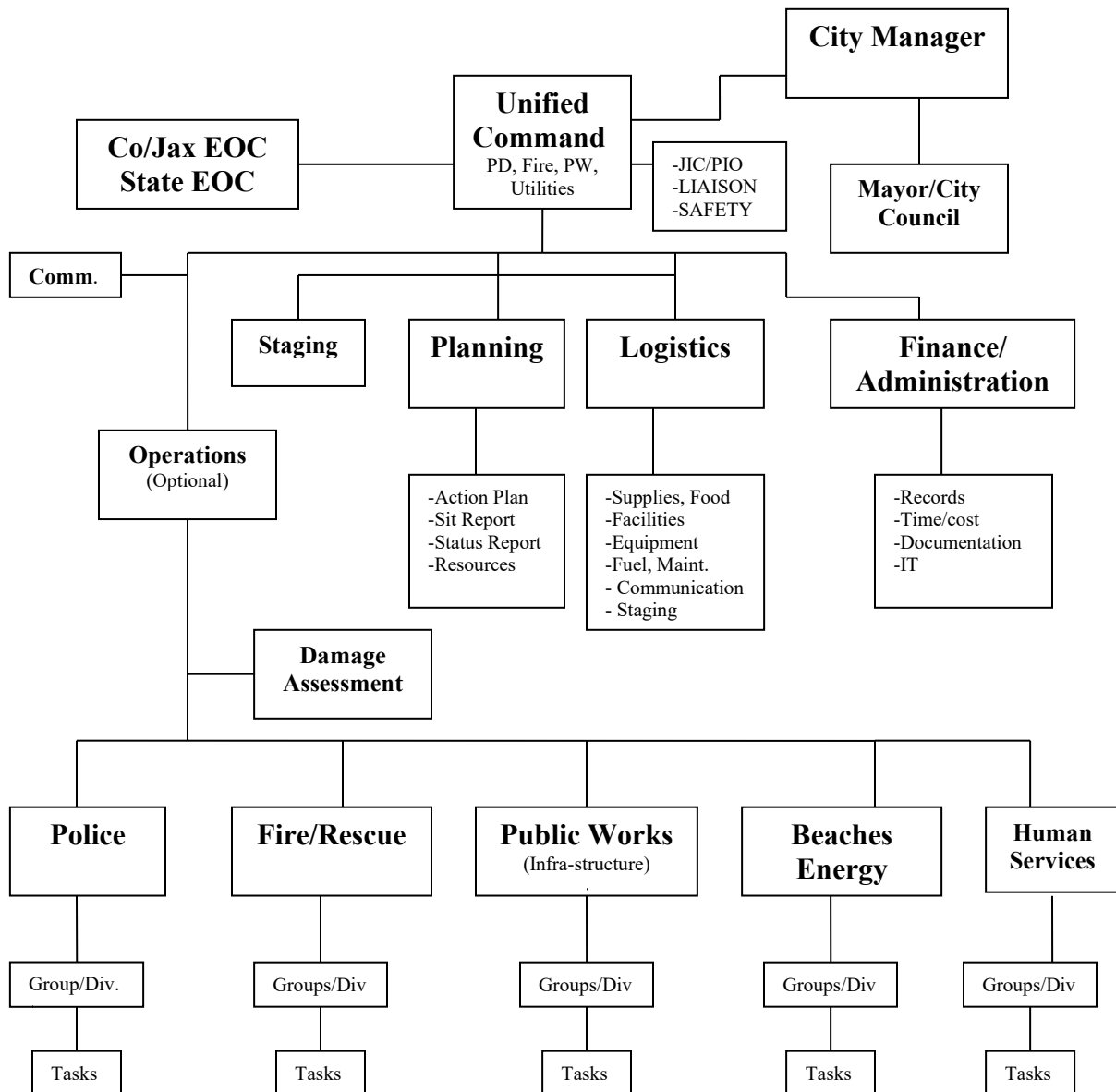
ESF - Department	Mission Essential Functions	Mission Essential Function Description
ESF - 3 Public Works	<p>Water Treatment and Distribution</p> <p>Wastewater Treatment and Collection</p> <p>Sanitation and Solid Waste Collection</p> <p>Storm Water Collection</p> <p>Road Maintenance</p>	<p>Deliver potable drinking water for domestic, commercial, and firefighting use.</p> <p>Collect wastewater, deliver to treatment plant, treat and dispose properly</p> <p>Collect waste, deliver to proper facility, treat and dispose properly</p> <p>Maintain storm water system to help prevent flooding</p> <p>Keep roads functional and unobstructed</p>
<p>ESF - 4 Firefighting</p> <p><i>(JFRD Representative will be staffing this position)</i></p>	<p>Firefighting and EMS Response</p> <p>Search and Rescue</p> <p>Hazardous Materials Response</p>	<p>Provide firefighting and emergency medical response</p> <p>Performs and coordinates search and rescue response</p> <p>Provides emergency response to hazardous materials incidents</p>
ESF - 12 Beaches Energy	<p>Distribution of Electric Service</p> <p>Distribution of Natural Gas Service</p> <p>Maintain Operations at SCADA related to Bulk Electric system</p>	<p>Assess system damage, make system repairs</p> <p>Assess system damage, make system repairs</p> <p>Monitor and control the electric distribution system to the communities of Jax Bch, Neptune Bch, and Ponte Vedra</p>
ESF - 16 Law Enforcement	<p>Maintain 911 Communication Center</p> <p>Maintain City-wide radio communication system</p> <p>Respond to Law Enforcement Calls for Service</p> <p>During a State of Emergency Direct Emergency Management Operations</p> <p>Secure the Beach</p>	<p>Ensure 911 calls are answered and dispatched, and radio communications with officers are maintained</p> <p>Oversee the maintenance and operational condition of the City-wide radio system</p> <p>Enforce City, State, Federal laws</p> <p>Operate Jax Bch EOC during declared State of Emergency</p> <p>Coordinate Ocean Rescue Activities</p>



Duval County and State of Florida EOC Emergency Support Functions

ESF 1 - Transportation	ESF 6 - Mass Care	ESF 11 - Food & Water	ESF 16 - Law Enforcement
ESF 2 - Communication	ESF 7 - Logistics	ESF 12 - Utilities	ESF 17 - Animal Services
ESF 3 - Public Works	ESF 8 - Health & Medical	ESF 13 - Military	ESF 18 - Business, Industry, Economic
ESF 4 - Fire	ESF 9 - Search & Rescue	ESF 14 - Public Information	
ESF 5 - Information & Planning	ESF 10 - Hazardous Materials	ESF 15 - Volunteers & Donations	

ICS Organization Chart (Sample Response Phase)





IV. PREPAREDNESS ACTIVITIES

Preparedness is an essential component in reducing the vulnerabilities of the City. Preparedness activities include developing, maintaining, and exercising plans, preserving vital records and databases, public education, training personnel, and registering individuals with special needs.

General

The Fire Marshal is responsible for the development, maintenance, and distribution of the MCEMP.

During emergency operations all EOC Sections and individual City departments are responsible for the preservation of vital records and databases. Access to Vital Records are necessary for the resumption of normal procedures and the rapid recovery from the effects of a disaster. The records that City departments have deemed vital are listed in the City of Jacksonville Beach Continuity of Government (COG)/Continuity of Operation Plan (COOP).

Each Department Director or designee is responsible for preparedness activities for his/her department. Purchasing and Procurement is responsible for maintaining supplies in readiness and the hardening of City facilities to reduce damage in the event of a disaster.

The Duval County Emergency Preparedness Office maintains a registry of persons with special needs. These individuals may require assistance during evacuations and sheltering because of physical, mental, cognitive impairment, or sensory disabilities as defined in the statute. BES includes an insert with customers' utility bills prior to hurricane season encouraging individuals to register. The database is then used for notification purposes during evacuations and sheltering operations. These procedures are outlined in the City of Jacksonville (COJ) Shelter Plan. As part of the COJ Shelter Plan, the COJ has developed a plan to transport special needs clients to special needs shelters and area hospitals in collaboration with the Jacksonville Transportation Authority (JTA), JFRD, and area ambulance services. The same individuals may be added to Beaches Energy's Life Support list which prioritizes them during power outages.

Public Awareness and Education

The City of Jacksonville Beach in conjunction with the City of Jacksonville utilizes a whole community approach concept which engages the media, retailers, banks, utilities, and various other stakeholder agencies to reach visitors and citizens in the City.

Public education and community outreach is performed through various means. These include:

- Public Access TV Talk Shows and Programs
- News Media "Call-In" Shows
- Community Meetings
- City of Jacksonville Beach Web site
- Duval County Emergency Preparedness Division Web Site
- Social Media
- Public Notification System and Public Notices such as Code Red



- Public Safety and Disaster Preparedness Fairs
- Annual Employee Hurricane Training & Exercise
- Special Needs Registration Mailings
- City Of Jacksonville's 630-CITY Customer Information Line
- All Hazards Emergency Preparedness Guide
- JaxReady app

The All Hazards Emergency Preparedness Guide is comprehensive preparedness guide that is published annually. The Guide provides crucial preparedness information including evacuation zone maps, how to prepare a disaster kit, what to include in a disaster plan, ways to register to receive emergency notifications, flood information, and how to register for special needs in the Duval County. The guide is distributed through the mail system and is available on www.jaxready.com for download.

Training and Exercise

City personnel perform training annually referencing this document, NIMS related training, and participating in an MCEMP exercise to help prepare them in the event of a hurricane or some other disaster. This training includes:

- Annual hurricane exercise.
- Annual employee hurricane preparedness review.
- Departmental Review of MCEMP.
- Annual Haz-com training.
- Individual FEMA training by departments.
- On-line FEMA courses on hurricane preparedness, debris management, recovery, WMD, Incident Command, and Haz-mat.
- NIMS training for emergency response and management personnel.

Annually, the City of Jacksonville Beach performs a minimum of one interagency disaster exercise. The purpose of the exercise is to provide an opportunity for City stakeholders, to demonstrate roles and responsibilities. These inter-agency exercises may be seminars, workshops, tabletops, functional drills, or full-scale exercises. The types of training activities depend on the scenarios, participants, and objectives of the exercises. At the conclusion of each exercise, the EPD seeks feedback and analysis from exercise participants. These responses are collected and analyzed and a list of areas for improvement is generated.

Stakeholders that participate in inter-agency exercises may include, but not limited to:

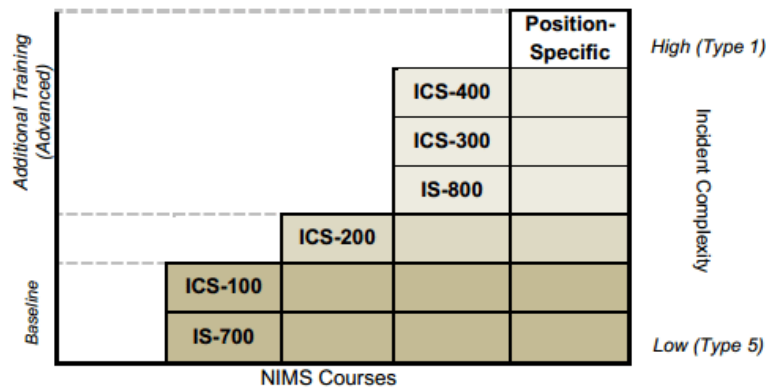
- Jacksonville Beach Public Works
- Beaches Energy
- Jacksonville Beach Police Department
- Jacksonville Beach Parks and Recreation
- City of Jacksonville Beach Executive/Administration Group
- JFRD
- Jacksonville Emergency Preparedness Division
- TECO Gas
- First Vehicle Services



To ensure City employees are prepared to operate in the ICS and the EOC, the City of Jacksonville Beach has set mandatory minimum ICS training requirements for all employees. The courses employees are required to complete are dependent on their job positions.

The Fire Marshal is responsible to coordinate the MCEMP supervisor training, the annual NIMS ICS exercise, and the record keeping of the required employee NIMS training.

Department Directors are responsible to ensure their staff has completed all required NIMS training, and that their departmental hurricane training prior to hurricane season.



Jacksonville Beach Employee NIMS Required Training by Job Position

	City Manager Deputy City Manager Incident Commanders	Department Directors ICS Section Chief's	Fire Marshal's Office Emergency Preparedness Coordinator	Mkt-Level Supervisory Personnel	First Line Supervisors	Law Enforcement Personnel	Public Works Personnel	Beaches Energy Personnel	Parks & Rec Personnel	Planning & Development Staff	Finance Department Staff	City Clerk's Office	Human Resource Personnel	City Attorney's Office	I.T. Staff Communication Officer	Elected Officials
IS 100c Intro to Incident Command	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	O
IS 200c Basic Command	R	R	R	R	R	O	O	O	O	O	O	O	O	O	O	O
ICS 300 Intermediate Command	R	R	R	R	O											
ICS 400 Advance Incident Command	R	R	R	O	O											
IS 700 Intro to National Incident Management System	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	O
IS 800 National Response Framework	R	R	R	R	O	O	O	O	O	O	O	O	O	O	O	O
EPD - Emergency Management Training Series	O	O	R	O	O											

(R means it is required. O means it is optional)



V. **RESPONSE**

The response phase or emergency phase in emergency management is initiated upon the notification of a potential or actual incident. The response or emergency phase includes activities immediately before, during, and immediately following a disaster. These actions are intended to reduce the impact of the hazards and to coordinate resources. Response activities include:

- Disseminating warnings, emergency public information, and instructions to the residents and visitors.
- Making necessary notifications to City staff and the Duval County Emergency Preparedness Division.
- Maintaining situational awareness.
- Declaring a State of Local Emergency, if necessary.
- Coordinating evacuations and rescue operations.
- Coordinating the care of displaced persons and treating the injured.
- Clearing priority transportation routes.
- Repairing critical facilities and structures.
- Restoring utilities
- Conducting initial damage assessments and surveys.
- Assessing the need for mutual aid assistance.
- Coordinating the restriction of unnecessary traffic and people movement in affected areas.
- Developing and implementing IAPs.

Incident Action Plan (IAP)

As part of the response phase, the planning process is utilized to establish incident objectives and develop an IAP. The IAP is a written plan that defines the objectives and reflects the tactics and resources to be used to manage the incident during an operational period. The standard operational periods are typically 12 hour shifts. There is only one IAP for each operational period. Other entities may create their respective Tactical Action Plans to support the IAP.

Communications

Communication is critical in order to adequately manage an emergency or disaster. This involves emergency crews, local EOC, mutual aid units, as well as relaying information to the public. In many cases during a disaster, normal communications avenues fail early. Jacksonville Beach uses an independent 800 MHz system as a primary means of radio communications with several back-up methods in place in the event of communications failure.

To help inform the public, the City of Jacksonville Beach will utilize social media and the City's webpage along with coordinating with the Co/Jax EOC for news briefs and public information announcements. During pre/post disaster conditions, the City of Jacksonville Beach will post a telephone number for residents to call for local information.



Evacuation

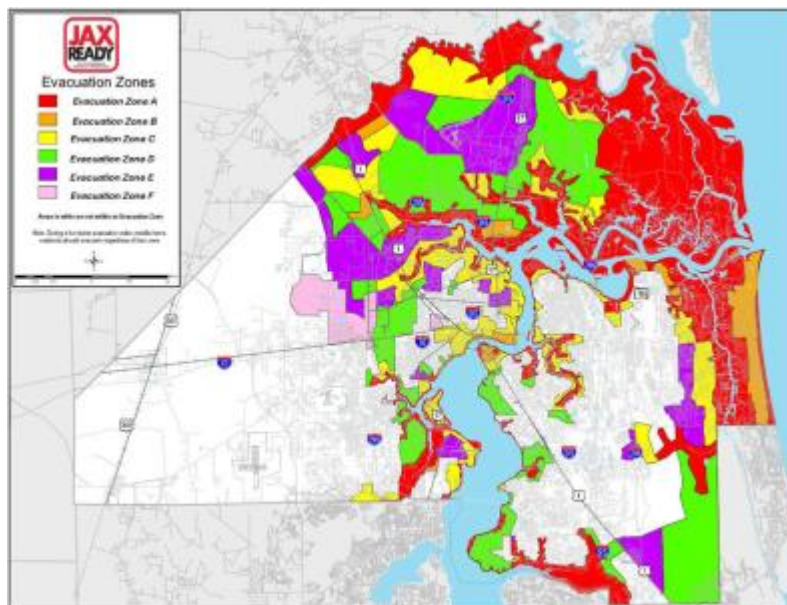
During a State of Emergency, the Mayor of Jacksonville may order the evacuation of the beaches. Evacuations require a unified response of the City of Jacksonville Beach and the City of Jacksonville. The City of Jacksonville Evacuation Plan details the logistics and response activities associated with the successful evacuation of the beaches. The size and complexity of an evacuation is dictated by the type of incident, with the safety of evacuees and first responders being a top priority.

Individuals that registered with Duval County and are on the special needs registry are transported to a special needs shelter either via public transportation or other conveyance when an evacuation is ordered.

In addition to the special needs population, there are disadvantaged individuals who are unable to transport themselves to a shelter. The JTA will operate free public bus service on published routes during an evacuation enabling the disadvantaged to evacuate to shelters.

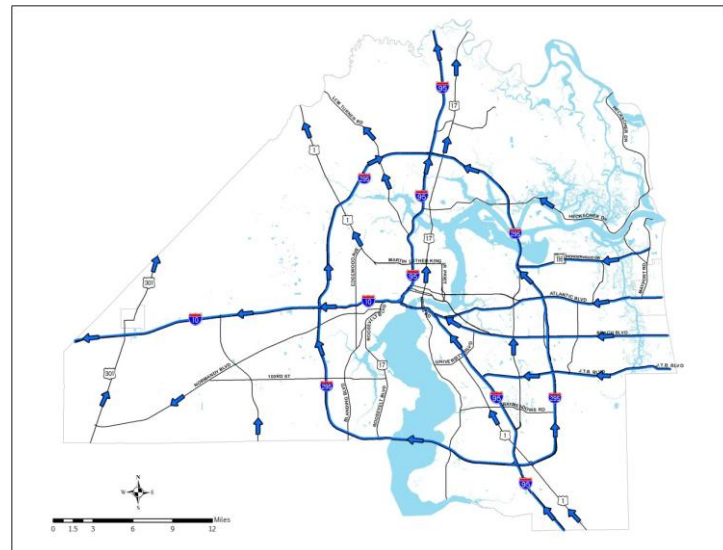
When the Evacuation Order is lifted the Co/Jax EOC will coordinated the re-entry with all jurisdictions and neighboring counties.

Duval County Evacuation Zones





City of Jacksonville Evacuation Routes



Sheltering

The necessity for evacuations may dictate the need to open shelters. The City of Jacksonville Beach does not operate any public shelters; this is a function of Duval County. Evacuating to a public shelter should be considered the last resort for residents who are mandated to evacuate.

Employee job positions that are deemed essential may be required to evacuate to a City of Jacksonville Beach employee staging area/shelter. A Memorandum of Understanding (MOU) is established with UNF to use one of their facilities as a temporary evacuation shelter for City employees.

Mutual Aid Agreements

The State Emergency Management Act, Chapter 252, Florida Statutes, authorizes the State and its political subdivisions to develop and enter into mutual aid agreements for emergency aid and assistance. The Chief of Emergency Preparedness Division at the Co/Jax EOC acts as the contact and coordination point for all statewide mutual aid assistance with all requests made through that office. The City of Jacksonville Beach EOC will contact the Co/Jax EOC when request for additional help is needed. State agencies will provide resources to local governments through the State Wide Mutual Agreement.

1. Jacksonville Beach Police Department has mutual aid agreements with the following jurisdictions that may be used, if available.
 - Atlantic Beach Police Department
 - Neptune Beach Police Department
 - JSO
 - Duval County School Board
 - University of North Florida Police Department
 - Nassau County Sheriff's Office
 - St. Johns County Sheriff's Office



- Fernandina Beach Police Department
2. The Florida Fire Chief Association (FFCA) operates the Statewide Emergency Response Plan (SERP). This plan divides the state into 8 regional response areas to provide for systematic mobilization, deployment, organization, and management of emergency resources (Fire, EMS, Hazmat, etc). The program is coordinated through the State Emergency Operations Center (SEOC) and State Fire Marshal's Office (SFMO), ESF 4 and 9. JFRD has access to this Plan.
 3. BES is a member of the Florida Municipal Electric Association (FMEA) which has a statewide mutual aid agreement to assist with power outages during disasters.

MOUs/Contracts

Presently the City has MOUs/Contracts with the following organizations:

- **UNF:** An MOU has been established with UNF for the use of Hicks Hall to house critical personnel and equipment belonging to the City in the event of a hurricane evacuation.
- **Motorola Communications (Hasty's):** An MOU has been established with Hasty's Communications for the rapid restoration of public safety radio communications after a disaster.
- **Ceres Environmental Services, Inc.:** A contract has been established with Ceres Environmental Services, Inc., for disaster recovery services including debris removal.
- **DRC Emergency Services:** A contract has been established with DRC for disaster recovery services including debris removal.
- **Debris Tech:** A contract has been established with Debris Tech for debris management monitoring services.

VI. RECOVERY ACTIVITIES

Introduction

Once the principal threat from a disaster has passed and the primary concern of protecting citizens from harm has been addressed, it is critical to ensure the speedy yet orderly recovery of the community. There is not a clear-cut transition from the Response phase to the Recovery phase. There is still a need for command and control, along with the coordination of resources as the transition from emergency needs to a more deliberate process of service delivery occurs. The Recovery Phase is broken down into short-term recovery and long-term recovery. The federal declaration process, individual assistance, and reimbursement are major components of the recovery phase. All recovery activities will be coordinated through the Co/Jax EOC.

Short-Term Recovery

Short-term recovery focuses on the immediate tasks of securing the impacted area, identifying temporary housing for survivors, debris management, infrastructure repair, donation management, disaster assistance, and establishing conditions under which survivors can begin the restoration process. This phase may last weeks after the disaster to months based on the degree of damage the city suffered from the disaster.



1. Responsibilities:

- The City Manager and IC is responsible for initially coordinating all City of Jacksonville Beach recovery activities.
- The Police Department is responsible for maintaining security, restoration of law enforcement operations, and the restoration of the City's radio system.
- Public Works is responsible for debris management, restoration of sewer and water infrastructure, and maintenance of the road system.
- BES is responsible for restoration of electric and natural gas services.
- Parks and Recreation is responsible for Ocean Rescue activities.
- The Planning and Development Department is responsible for damage assessment and code enforcement issues as well as coordinating post-disaster mitigation (LMS) and long-term recovery activities.
- The Fire Marshal's Office is responsible to assist in the coordination of short-term recovery activities.
- The Finance Department is responsible for documentation, financial responsibilities, and coordinating all FEMA Public Assistance grants and reimbursements.
- The Property and Procurement department is responsible for maintenance and repairs of City facilities.

2. Functions:

- Damage assessment.
- Impact assessment to determine scope of support needed.
- Implement PODs to distribute emergency food, water, clothing, tarps, and medical supplies or other critical commodities.
- Restoration of utilities.
- Re-establishment of essential government operations.
- Restoration of transportation routes.
- Debris removal and clean-up operations.
- Building safety inspections.
- Abatement and demolition of unsafe structures.
- Short term housing.
- Community outreach regarding available assistance.

Long-Term Recovery

Long-term recovery and redevelopment phase begins as short-term recovery efforts are completed. Includes efforts to reconstruct and enhance the built environment as well as recover the economy, environment, and social system. Long-term recovery activities focus on the repair, reconstruction, and restoration of impacted areas including applications for public assistance and other government funded assistance programs. Long-term recovery and redevelopment plans will be consistent with the City's Comprehensive Plan, LMS, Post Disaster Redevelopment Plan within the MCEMP, Duval County's PDRP, and any other applicable codes or statutes.



Documentation/Reports

It is imperative that Department Directors and their supervisors maintain thorough documentation regarding preventative measures taken, manpower, vehicles, and other resources/equipment used during and after an event. The information will be compiled and used by the Finance Sector when it is time to apply for grants to recover preparation, response, and recovery expenses. Good documentation and assessment assists in streamlining the recovery process and increases the potential for FEMA reimbursements.

Rapid Damage Assessment

Is a quick assessment developed from information obtained during the event and from information gathered by crews once conditions return to a safe level for them to survey the City. Information to be gathered includes life safety issues, extent of damage, areas in need of search/rescue, status of utilities, debris management, status of infrastructure, status of communication repair, status of essential facilities and determination if the COOP needs to be activated.

The rapid assessment information is to be recorded by zones or on a national grid map when possible. Information will be relayed to the command post (unified command) to assist in determining the initial Incident Action Plan.

Preliminary Damage Assessment

Documents the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Planning and Development Director working with the Fire Marshal will develop and coordinate Damage Assessment Teams to assess public and private property damage.

Facility Maintenance Staff with Parks and Recreation Staff will perform damage assessment surveys on public buildings/property. Included in this assessment are: parks and recreation areas, streets, street signs, beach/walkovers, etc.

The Building Department is responsible for performing damage assessment on private property.

When a structure is determined to have catastrophic damage it needs to be tagged with a red tag meaning that it is non-habitable.

The following preliminary damage assessment reports need to be developed as soon as conditions will allow and sent to the Fire Marshal and Chief Financial Officer:

- Preliminary Damage Assessment Report to Public Facilities and Property.
- Preliminary Damage Assessment Report to Residential Property.
- Preliminary Damage Assessment Report to Commercial Property.

This information and a summary report will be sent to the Co/Jax EOC so it can be added to the county's damage assessment

The damage assessment process is essential in determining what happened, what the effects are, which areas were hardest hit, what situations must be given priority, and what types of assistance are needed (e.g., local, state, or federal). In the aftermath of a disaster, public and private non-profit damage assessments and individual damage assessments must be performed because of the



corresponding types of federal/state assistance available. Each type of assessment is designed to quantify the eligible amounts of damages a community incurred.

Public Assistance Grant

Public Assistance may be requested to assist with expenses a governmental entity incurs as a result of a declared disaster. Public damages can include any damage incurred by a structure or facility which is owned by a public or private non-profit entity. Department Directors will follow FEMA Public Assistance criteria when providing information to the Finance Department and Fire Marshal.

An initial assessment report will be requested by Duval County (Co/Jax) and the State several days after a disaster. Information to be included on this report is the damage assessment results and the cost resulting from the preparation and response phases to include overtime, additional equipment, etc. The information on the form will be used to determine if there is enough damage in the City/county to be declared a disaster area. Each department will submit information related to the impact from the disaster on their department to the Assistant Finance Officer and the Fire Marshal as soon as possible to aid them in completing the Initial Damage Assessment-Request for Public Assistance Form.

To be eligible for reimbursement, the damages must fall in one of the following seven basic categories:

Information required includes:

- Category A (debris removal).
- Category B (protective measures including overtime costs).
- Category C (damage to roads, signs, and bridges).
- Category D (water control).
- Category E (building and equipment).
- Category F (public utilities).
- Category G (parks and recreation).
- Other information related to population, City budget information, assessment team members, incident periods. In addition, City insurance information is required to determine the impact to the City's budget (see Damage Assessment: Public Assistance below).

Project worksheets are to be completed by the Assistant Financial Officer with the assistances of the department directors outlining the damage the City suffered in each of the above categories. Reimbursable expenditures will usually be Category A & B but may include Category C-G as identified by the disaster declaration.

Request for Public Assistance (RFPA) Form. An RFPA form will be completed by the Assistant Finance Officer and sent to the State Division of Emergency Management (DEM) if a disaster declaration has been declared or the potential for one exists and the public assistance for the City of Jacksonville Beach may be available. Reimbursement funding comes from FEMA through the DEM once approved.



Individual Assistance. Individual assistance may be available to property owners to assist them repair their private residences and buildings. The purpose of individual damage assessment is to determine the extent and dollar amount to individuals and private businesses that have been impacted by a disaster. Persons needing assistance from FEMA are required to register for grant opportunities and other assistance. The two basic categories of eligible individual damage include:

1. Damage to Homes. A person whose residence is damaged due to a disaster may qualify for various forms of assistance. Assessors will estimate the degree of damage to the home, evaluate the victim's insurance coverage, estimate the victim's income, and determine the habitability and type of the victim's home.
2. Damage to Businesses. Privately owned businesses that were damaged or destroyed can qualify for individual assistance programs. Similar procedures are used to quantify damages, as well as determine the impact those damages will have on the community. Loss of a business may result in lost jobs, income, etc., to the individual owner and employees.

Types of Individual Assistance that may be available:

- Low-interest loans to individuals and businesses for refinancing, repair, rehabilitation, or replacement of damaged property (real and personal).
- Individuals unemployed as a result of a major disaster, and not covered by regular state or private unemployment insurance programs, will be eligible for unemployment benefits.
- Low-interest disaster loans are made available to farmers, ranchers, and agricultural operators for physical or production losses.
- Temporary housing or housing assistance may be authorized.
- Special grants for medical expenses, transportation costs, home repairs, protective measures, and funeral expenses.
- Disaster recovery centers established for food coupons, legal assistance, and counseling.

Debris Management

Debris Management is an important part of the Recovery Phase. Following a major natural disaster, emphasis will focus on rapid removal of debris from public rights-of-way to allow for safe usage of the streets and roads. Included in debris management may be demolition, sand removal, disaster recovery services, reimbursement assistance, etc. Debris may be localized and may be taken care of by local resources or wide spread which would necessitate the need for a debris management contractor. The Public Works Department will be responsible for coordinating debris management. Annually the City submits its Disaster Debris Management Site list to FDEP for approval. For further information see **COJB Debris Management Plan**.

After Action Report

An "After Action Report" will be completed by the Fire Marshal (Emergency Management Coordinator) as soon as possible after any significant event which involves multiple departments. Each department involved in the event is to forward their departmental After Action Report to the Fire Marshal.



Items included in the report are:

- Preparation actions such as pump down drainage system, EOC activation, etc.
- Response actions: the number and types of responses, number of personnel activated, highlights of each department's activities, etc.
- Recovery actions: debris management, COOP, temp signage etc.
- Damage assessment information. Estimated total damage dollar loss to the City. Include pictures and addresses.
- Lessons learned and suggestions for improvements.

VII. MITIGATION ACTIVITIES

Introduction

Mitigation includes those activities, policies, or programs developed and adopted that will reduce, eliminate, or alleviate the loss of life and damage caused by disasters.

The LMS is a multi-jurisdictional hazard mitigation plan that details Duval County's (City of Jacksonville, the Beaches, and Baldwin) vulnerabilities and how the County will work to mitigate future losses by reducing the risk to people and property along with the promotion of personal awareness and responsibility. The LMS assists in recommending prioritization of possible projects in the community, especially following a major incident.

Eligible hazard mitigation activities include:

- Property acquisition or relocation.
- Structural and non-structural retrofitting (e.g., elevation, storm shutters and hurricane clips).
- Minor structural hazard control protection (e.g., culverts, floodgates, retention basins).
- Localized flood control projects that are designed to protect critical facilities and are not part of a larger flood control system.
- Protection of utilities.
- Preservation of the beach and dune system.
- Restoring damage beaches.

Mitigation activities are coordinated through Duval County's Emergency Preparedness Division, with the advice of the Duval Prepares Committee and the SEPPC. Stakeholder organizations and agencies are major participants in the process. Jacksonville Beach is represented in the LMS process by the Planning & Development Office and the Fire Marshal.

Mitigation opportunities will be addressed during the public assistance process. Recommendations regarding potential mitigation projects will be made by the Duval Prepares Committee, the SEPPC, and the Recovery Task Force based on the data gathered from the damage assessments.

The Planning and Development Director will coordinate mitigation planning with the Assistant Finance Officer. Department Directors are to work with Planning and Development Director and Fire Marshal to identify priority mitigation activities that could reduce the vulnerability of damage and loss of public infrastructure, businesses, and housing from natural or manmade disasters.



Mitigation Programs/Activities

The Federal Government, through FEMA, makes available several types of hazard mitigation grants to help or eliminate risk to people and property from natural hazards and their effects. Hazard mitigation projects may include disaster repairs and updates related to the immediate declared disaster (406 Hazard Mitigation Grants) or long-term improvements and mitigation related to the County's LMS (404 HMGP).

- **406 Hazard Mitigation Grants** are for disaster repairs and upgrades that are above and beyond the work required to return a facility to its pre-disaster design. These grants are implemented by FEMA through the Public Assistance Program in conjunction with a Public Assistance Work Project. These grants are to a disaster and are not required to be on the LMS project list.
- **404 Hazard Mitigation Grants (HMGP)** are a separate program operated by FEMA through the State Hazard Mitigation Grant Program. Program funds are capped at a percentage of total disaster funds spent in the State in a given year. In addition, although the applicant submits a Notice of Intent (NOI) to the Florida DCA, project funding comes through the county. Projects submitted on the NOI must also be included in the Duval County LMS to be eligible.
- **Pre-Disaster Mitigation Grant (PDM)** is similar to the other mitigation grants although this program's projects compete on a national basis. The PDM program will provide funding for pre-disaster mitigation planning and implementation of cost-effective projects prior to a disaster. It is applied for through Duval County Emergency Management.
- **Flood Mitigation Assistance (FMA)** is a partnership assistance program to eliminate or reduce the long- term risk of repeatedly flooded structures insured under the National Flood Insurance Program (NFIP). The State coordinating agency is the Florida Division of Emergency Management.

VIII. FINANCIAL MANAGEMENT

Introduction

Financial management during and after a disaster presents a challenge for a local government. The Chief Financial Officer (CFO) is responsible for all financial, administrative, and cost analysis aspects of an incident. During the incident the CFO has the authority to enter into funding agreements with other legal entities, on behalf of the City.

Finance Department Responsibilities

- Ensure that all current financial obligations are met.
- Ensure all supporting financial documentation, vendors, contracts, invoices, and other required information and files are maintained.
- Provide for financial support of City personnel, equipment, supplies, and material required during disaster and recovery activities.
- Provide for financial responsibilities for outside contractors used for activities such as debris removal.



- Provide for the documentation of all costs associated with staffing, equipment, apparatus, and other activities during disaster activities.
- Ensure damage reports and other documentation is completed and reimbursement procedures are followed and turned into the State.
- Apply for Public Assistance funds when they become available through FEMA.
- Ensure annual training/familiarization for employees is conducted related to financial management during a disaster.

All departments and organizations that participate in an incident are responsible for tracking their personnel's time and equipment used to be eligible for FEMA funds. Department directors are responsible for reporting their respective expenses to the Finance Department. Emergency purchases are often necessary prior to, during, and following an incident. Emergency purchase procedures will be established by the CFO.

During emergency operations of significant duration, employees may need to be provided with food and beverages in order to maintain their stamina and preserve good health. When situations arise where there may not be an available supply of food, water or ice it is permissible for departments to procure these items in advance adhering to the 12-8-21 Food and Beverage Purchasing Policy.

Departments providing or utilizing mutual aid resources, are responsible for the tracking of expenses, type of assistance provided, work performed, how work was controlled, and any equipment costs. This information is to be documented on the corrected forms and the completed forms are to be sent to the Finance Department.

IX. AUTHORITIES AND REFERENCES

The MCEMP developed by the City of Jacksonville Beach meets the standards and requirements established for municipalities. The plan must be approved by the City of Jacksonville Beach City Council and is periodically reviewed for compliance by Co/Jax Emergency Management Department.

Authorities

The following provide authority for conducting disaster emergency operations:

City of Jacksonville Beach

- Chapter 1 General Provisions, Section 4, Mayoral Duties
- Chapter 2 Administration, Article VII Civil Emergencies

Duval County/City of Jacksonville Ordinances

- Chapter 674, Disaster Preparedness

Florida Statutes

- Chapter 252, Section 31-60,355, 921-933 Emergency Management
- Chapter 163.3177(7)(I), Florida Statutes and Rule 9J-5.012(3)(b)(8) Florida Administrative Code, Post-Disaster Redevelopment Plan.

Federal Statutes, Rules, & Directives

- Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 93-234, Flood Disaster Protection Act of 1973



- National Flood Insurance Act of 1968
- CFR 44 Parts 59-76, National Flood Insurance Program and related programs 23, 1988
- Public Law 81-290, the Federal Civil Defense Act of 1950
- Public Law 84-99, Flood Control and Coastal Emergency Act
- Public Law 113-89 Homeowner Flood Insurance Affordability Act of 2014
- Code of Federal Regulations (CFR) 40 and 49, SARA Title III 29 CFR.
- Homeland Security Presidential Directive 5 (HSPD-5)
- Homeland Security Presidential Directive 7 (HSPD-7)
- Homeland Security Presidential Directive 8 (HSPD-8)

References

City of Jacksonville Beach Hazard Specific and Operational Plans that support the MCEMP.

1. Hazard Specific Plans
 - Hurricane and Severe Weather Plan
 - Flood Hazard Plan
 - Hazardous Material Release Plan
 - Terrorism Plan
 - Disease/Pandemic
 - BES Natural Gas Emergency Response Plan
2. Operational Plans
 - Communication Plan
 - Mass Care Plan
 - Debris Management Plan
 - Resource Management Plan
 - Post-Disaster Recovery and Redevelopment Plan
 - City Co-Op Points of Distribution (POD)
 - Mass Care Plan
 - Police Department Standard Operating Procedures
 - BES Standard Operation Procedures
 - Public Works Standard Operating Procedures
 - City Continuity of Government Plan (COG)
 - City Hall Continuity of Operation Plan (COOP)
3. Duval County LMS
4. Co/Jax CEMP
5. Federal Emergency Management Agency (FEMA)
6. Bureau of Labor Statistics
7. U.S. Census Bureau
8. 2021 Regional Evacuation Study



X. DISTRIBUTION LIST (35)

City Manager
Deputy City Manager
Mayor
City Clerk
Police Chief
(3) Police Commanders
Jax Beach 911 Emergency Communications Director
Fire Marshal
Public Works Director
Water Plant, Pollution Control, Distribution/Collection, and Street Division Supervisors
Purchasing and Procurement Administrator
BES Director and SCADA
Planning and Development Director and Building Official
Parks and Recreation Director
Golf Course Director
Ocean Rescue Supervisor
Chief Financial Officer, Assistant Finance/Budget Officer
IS Director
Human Resource Director
Duval County Emergency Management Director
JFRD

(Note: MCEMP can be found on the City's Intranet site and the City Wide (X:) drive)

2026 MCEMP Changes Worksheet

Page Number	Addition/ Change/ Deletion	Change Made
3	C	Date - 2026
4	C	Date- 1/12/2026
8	A	On October 7th, 2016 Hurricane Mathew moving north passed 37 miles off the coast of Jacksonville Beach with winds of 110 mph. High waves knocked down and washed away parts of the pier. There was a reported loss of \$4.5 million to the community.
9	A	From 1871 to 2024 there have been 74 tropical events where Jacksonville Beach has been near or within the core of the wind field. On average, Jacksonville Beach feels the effect from tropical weather events approximately every 2 years.
9	A	This data is used for hazard analysis and aids in determining the evacuation zone.
10	A	Terrorism/Cyber Attack
10	A	In 2024 the City of Jacksonville Beach suffered a cyber attack that crippled several non-critical city servers temporally affecting non-infrastructure services.
11	D	However, Jacksonville Beach does not have a history of any major event of this type occurring
11	C	44.9% of land use in the City is residential, followed by 21.8% being governmental mainly due to the City Golf Course
20	C	...weekends and during special events the daily population may increase by an additional 100,000 individuals
20	C	Median age is 44 years of age
20	C	5% of the population is Hispanic
20	C	Median household income is \$115,825
20	C	5.8% of the residents live in poverty
20	C	58% graduated college
20	C	...healthcare sector, which makes up 13.9% of the workforce..
20	C	...professional, scientific, and technical service sectors making up 13.4% of the workforce.
20	C	... education sector ... makes up 5.8%
20	C	...median house/condo value is \$612,168
20	C	...median gross rent is \$2,043
20	Ctotal Jacksonville Beach property value is approximately \$5.2 trillion.

2026 MCEMP Changes Worksheet

29	C	As a condition of employment, all employees will be designated as a Primary or Reserve Emergency Responder. Employees shall ensure that they have taken measures to plan for sheltering their family and pets, and securing their home in a manner not to interfere with their ability to report to duty as directed by their Department Director or designee.
29	C	Primary Emergency Responders. All full-time employees are designated as Primary Responders and are required to be on duty before, during, and after disaster events, unless otherwise directed by the Department Director or designee.
29	C	Reserve Emergency Responders. All part-time employees are designated as Reserve Emergency Responders and are allowed to go home before the event. They are not required to report to work until requested or advised to do so. Reserve Emergency Responders must monitor local media for instructions and must make every reasonable effort to contact their department to determine when and where to report to work.
31	A	Maintain and restore Beaches Energy's natural gas distribution system
31	D	There is a 6th section that is not used, Information/Intelligence.
39	C	During emergency operations all EOC Sections and individual City departments are responsible for the preservation of vital records and databases.
45	C	DRC Emergency Services: A contract has been established with DRC for disaster recovery services including debris removal.
45	C	There is not a clear-cut transition from Response Phase to recovery phase. There is still a need for command and control, along with the coordination of resources as the transition from emergency needs to a more deliberate process of service delivery occurs.
52	A	During emergency operations of significant duration, employees may need to be provided with food and beverages in order to maintain their stamina and preserve good health. When situations arise where there may not be an available supply of food, water, or ice it is permissible for departments to procure those items in advance adhering to the 12-8-21 Food and Beverage Purchasing Policy.



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Steve Sciotto, Fire Marshal
DATE:	January 20, 2026
SUBJECT:	Memorandum of Agreement with the State of Florida, Department of Health, Duval County Health Department

BACKGROUND

Since 2008, the City of Jacksonville Beach has been partnering with the State of Florida and the Duval County Department of Health to operate a Closed Point of Distribution (POD) site in Jacksonville Beach. The POD is a location where mass distribution of medications and other items required for the prophylaxis of City employees, residents, and family members can occur during a catastrophic biological or other communicable threat of epidemic proportions. Over the years, a POD has been activated in the City on a few occasions: H1N1; COVID-19; and Flu vaccination.

The Fire Marshal’s Office is the administrator of the program with assistance from the Human Resources Department.

FINANCIAL IMPACT

Any financial impact would be limited to normal operating cost of City buildings and staff that are already employed. The City POD team is made up of volunteers from the different divisions.

REQUESTED ACTION

Approve a Memorandum of Agreement with the State of Florida, Department of Health, Duval County Health Department for medications and associated medical supplies in the event of public health emergencies and authorize the City Manager to execute the same

ATTACHMENTS

1. Memorandum of Agreement

**MEMORANDUM OF AGREEMENT
BETWEEN
STATE OF FLORIDA
DEPARTMENT OF HEALTH
DUVAL COUNTY HEALTH DEPARTMENT
AND
THE CITY OF JACKSONVILLE BEACH, FLORIDA**

This Memorandum of Agreement (Agreement) is made and entered into by the State of Florida, Department of Health, Duval County Health Department (“DOH-Duval”), and City of Jacksonville Beach, Florida (“JAXBCHFL”), jointly referred to as “Parties” or singularly as “Party.”

RECITALS/BACKGROUND

WHEREAS, the Centers for Disease Control and Prevention (CDC) has established the Strategic National Stockpile (SNS) program to assist in the event of a catastrophic biological incident; and

WHEREAS, the CDC, through the Florida Department of Health, will provide resources from the SNS, including medications and associated medical supplies, to the DOH-Duval; and

WHEREAS, the DOH-Duval intends to transfer a specific predetermined quantity of the aforementioned medications and associated medical supplies to JAXBCHFL as needed to respond to a particular public health emergency in accordance with the policies and procedures outlined in the DOH-Duval All Hazards Emergency Operations Plan and JAXBCHFL’s own Mass Prophylaxis Dispensing Plan; and

WHEREAS, the DOH-Duval wishes to collaborate with JAXBCHFL to enhance its ability to respond to a catastrophic biological incident or other significant public health emergency requiring mass dispensing of medications or associated medical supplies;

NOW THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

I. Purpose

- A. This Agreement delineates responsibility of DOH-Duval and JAXBCHFL at 11 North Third Street, Jacksonville Beach, Florida 32250, as a Closed Point of Dispensing (POD) for activities related to the prophylaxis of approximately 1,600 clients, employees, residents and associated family members under the Cities Readiness Initiative in the event of a catastrophic biological incident or other communicable threat of epidemic proportion.
- B. This Agreement outlines the scope of work between JAXBCHFL and the DOH-Duval.
- C. This Agreement does not create a contractual relationship between the parties.
- D. Designation and/or utilization of JAXBCHFL as a Closed POD will not result in reimbursable transactions/costs between JAXBCHFL and the DOH-Duval.

II. Scope

- A. The provisions of this Agreement apply to activities to be performed as a result of the implementation of the local Medical Countermeasures (MCM) Plan.

- B. No provision in this Agreement limits the activities of DOH-Duval in performing local and state functions.
- C. This Agreement will take effect upon declaration of an applicable public health emergency, as defined in Section 381.00315, Florida Statutes.

III. Definitions

- A. Dispense: The transfer of possession of one or more doses of a medicinal drug by a pharmacist to the ultimate consumer or her or his agent. As an element of dispensing, the pharmacist shall, prior to the actual physical transfer, interpret and assess the prescription order for potential adverse reactions, interactions, and dosage regimen she or he deems appropriate in the exercise of her or his professional judgment, and the pharmacist shall certify that the medicinal drug called for by the prescription is ready for transfer. The pharmacist shall also provide counseling on proper drug usage, either orally or in writing, if in the exercise of her or his professional judgment counseling is necessary. The actual sales transaction and delivery of such drug shall not be considered dispensing. The administration shall not be considered dispensing.
- B. Emergency Support Function 8 (ESF-8): Provides the coordination of health and medical response and recovery activities in support of the Duval County Emergency Operations Center.
- C. Point of Dispensing (POD): Location for dispensing medical countermeasures and related supplies to citizens in a public health emergency; may be a public POD open to the general public or a cooperating business, government, or faith-based organization POD (Closed POD) established specifically for the clients, employees and their family members.
- D. Prophylaxis: Medical countermeasures and related supplies designed to prevent the occurrence and spread of disease.
- E. Strategic National Stockpile (SNS): A national repository of antibiotics, chemical antidotes, and antitoxins, life support medications, and medical supplies managed by the CDC. The SNS has pre-identified specific quantity of emergency medical supplies designed to be delivered anywhere in the United States within 12 hours of the decision to deploy.
- F. Identified Population: Clients, employees, contractors, essential personnel and family members of JAXBCHFL who would receive prophylaxis and related supplies in the event of SNS deployment.

IV. Department of Health in Duval County shall:

- A. Provide JAXBCHFL with as much advance notice as is feasible of the decision to request and deploy SNS assets.
- B. Provide JAXBCHFL with available health screening forms, educational materials, to be used in the event of a catastrophic public health emergency requiring the mass prophylaxis of the identified population.
- C. Provide medication and related medical supplies to JAXBCHFL in quantities established by JAXBCHFL based on their best available information, if the SNS allocation to the jurisdiction is sufficient.

- D. Provide a point of contact at the DOH-Duval for JAXBCHFL to contact for guidance throughout the public health emergency.
- E. Provide additional SNS prophylaxis for the general public if JAXBCHFL will dispense prophylaxis as an Open POD after JAXBCHFL completes dispensing to their pre-identified members.

V. JAXBCHFL shall:

- A. Identify primary and secondary contacts for notifications and asset transfer.
- B. Provide an estimated population proportion (adults:children), including requested demographics, is attached hereto as Attachment A. Attachment A may be revised as needed without modification or amendment to this Agreement.
- C. Develop a plan to screen its members prior to dispensing of medication, and distributing appropriate educational information using the forms, handouts, and other materials provided by the DOH-Duval.
- D. Ensure that a medical dispensing professional (physician or supervised professional operating under appropriate medical protocols, pharmacist, ARNP, PA, dentist, podiatrist, or other medical professional authorized to dispense at the time of the event) is on-site to oversee all dispensing operations.
- E. Provide to the DOH-Duval the name and contact information of the medical dispensing professional who is expected to fill the medical license requirement listed in paragraph V.(D.) above and advise the DOH-Duval within 24 hours when this information changes.
- F. Store all prophylaxis at required or recommended environmental conditions, including temperature, humidity, light, etc. Frozen or refrigerated prophylaxis must utilize appropriate cooling appliances based on the CDC or manufacturer's guidelines.
- G. Utilize prophylaxis and related materials supplied by the DOH-Duval to provide prophylaxis to JAXBCHFL identified population in compliance with the dispensing directives of DOH-Duval during Mass Dispensing Operations.
- H. Collect completed client registration forms for individuals receiving prophylaxis.
- I. Maintain an inventory of:
 - 1. Prophylaxis received and dispensed/administered.
 - 2. Supplies received and utilized.
- J. Ensure that no fee of any kind is charged for either the medication and supplies or any function associated with dispensing/administration.
- K. Return any unused prophylaxis and related supplies to the DOH-Duval with completed inventory forms which account for all medical countermeasures dispensed within ten (10) days of either the closure of the POD or the end of Public Health Emergency.

- L. Contact the ESF-8 representative at the Duval County Emergency Operations Center:
 - 1. If additional prophylaxis and related supplies are required to provide sufficient regimens for the intended population,
 - 2. When JAXBCHFL has completed the prophylaxis dispensing operation for their pre-identified members, or
 - 3. If JAXBCHFL intends to operate an Open POD for the general population and seek approval before proceeding.
- M. Submit an after-action report to the DOH-Duval, identifying shortfalls and accomplishments of the operation.

VI. Party Contacts:

Contact information for individuals to receive notification and individuals authorized to accept custody of assets included as Attachment B to this Agreement. Attachment B may be revised as needed without modification or amendment to this Agreement.

VII. It Is Mutually Agreed That:

- A. Initiation of POD: The activities in this Agreement will go into effect only at the request and direction of the DOH-Duval Health Officer/Administrator or their designee either verbally or written.
- B. Requests for information, Confidentiality. This Agreement is governed for public records purposes by Chapter 119, Florida Statutes (F.S.). Additional federal laws may apply. Where federal law forms a basis to prevent disclosure of the terms of this MOA, the parties agree that neither will disclose the nature of this effort and the terms of this agreement to any person or entity, except as may be necessary to fulfill its mission and statutory and regulatory responsibilities. The parties agree to notify one another before releasing materials or information relating to this MOA pursuant to federal or state freedom of information act statutes or similar provisions in law.
- C. Sovereign Immunity/Indemnification. The DOH-Duval, as a state agency, and JAXBCHFL, as a municipal agency, both agree to be fully responsible to the limits set forth in Section 768.28, F.S. for their own negligent acts which result in claims or suits against them as a Party arising out of this Agreement, and each Party agrees to be liable to the limits set forth in Section 768.28, F.S. for any damages proximately caused by said acts or omissions. Nothing herein shall be construed as a waiver of sovereign immunity or consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.
- D. Severability. Any provision of the Agreement later found to be in conflict with state or federal law or regulation, or invalidated by a court of competent jurisdiction, shall be considered inoperable and/or superseded by that law or regulation. Any provision found inoperable is severable from this Agreement, and the remainder of the Agreement shall remain in full force and effect.
- E. Revision/Amendment. The parties agree that the terms of this Agreement may be revised at any time only by formal written agreement, executed by both parties. Except that, each party reserves the right to change its Point of Contact without written amendment to the

Agreement, but will notify the other party within a reasonable period of time, not to exceed thirty (30) days after such a change, unless such change occurs during a public health emergency wherein, the Party will notify the other Party within 24 hours of the change. JAXBCHFL may amend its Attachment A by providing updated figures to the DOH-Duval contacts in Attachment B by e-mail.

- F. Term. This Agreement will begin on 11/14/2025 or on the date on which the Contract has been signed by both parties, whichever is later. It will end on 11/13/2030.
- G. Termination: Either party may terminate this MOA at any time by giving the other party written notice at least 60 days prior to the intended termination date.
- H. Lack of Relationship: The parties expressly agree that no relationship of employer/employee, principal agent, lessee/lessor, or other association shall be created by this MOA between the parties or their directors, officers, agents, or employees. The parties agree that they will never incur any obligations on the part of the other party.
- I. This Memorandum will not supersede any laws, rules, or policies of either party
- J. Lack of Exclusivity: This MOA is non-exclusive. Thus, the parties reserve the right to enter into similar agreements of understandings with other parties.
- K. Complete Agreement: This MOA contains all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein.

VIII. No Private Right Created:

THIS DOCUMENT IS AN INTERNAL AGREEMENT BETWEEN THE STATE OF FLORIDA AND JAXBCHFL AND DOES NOT CREATE OR CONFER ANY RIGHT OR BENEFIT ON ANY OTHER PERSON OR PARTY, PRIVATE OR PUBLIC. NOTHING IN THIS AGREEMENT IS INTENDED TO RESTRICT THE AUTHORITY OF EITHER SIGNATORY TO ACT AS PROVIDED BY LAW OR REGULATION, OR TO RESTRICT ANY AGENCY FROM ENFORCING ANY LAWS WITHIN ITS AUTHORITY OR JURISDICTION.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement effective upon the Effective Date set forth above

Michael Staffopoulos
City Manager
City of Jacksonville Beach, FL

Antonio Nichols, BA, MBA, FCCM
Health Officer
Florida Department of Health in Duval County

(Date)

(Date)

Attachment A – Demographic and Contact Information

A. Closed POD Demographic Information

Identified Population:

Estimated adult population to receive countermeasure: 800

Estimated infant (age 2 or under) population to receive countermeasure: 70

Estimated number of households to receive countermeasure: 400

Estimated total population to receive countermeasure: 1600 (400 X 4)

Attachment B- Party Contacts

JAXBCHFL CONTACTS

A. Closed POD Contact Information:

Primary Contact: Steve Sciotto	Secondary Contact: Amber Hudnall
Mailing Address: 11 3 rd St. N Jax Bch FL 32250	Mailing Address: 11 3 rd St. N Jax Bch FL 32250
Office Phone: (904) 247-6201	Office Phone: (904) 270-1687
Mobile Phone: (904) 334-1291	Mobile Phone: (904) 402-2210
Email: SSciotto@jaxbchfl.net	Email: AHudnall@jaxbchfl.net

B. Closed POD representative authorized to accept SNS assets:

Primary Contact: Steve Sciotto	Secondary Contact: Amber Hudnall
Mailing Address: 11 3 rd St. N Jax Bch FL 32250	Mailing Address: 11 3 rd St. N Jax Bch FL 32250
Office Phone: (904) 247-6201	Office Phone: (904) 270-1687
Mobile Phone: (904) 334-1291	Mobile Phone: (904) 402-2210
Email: SSciotto@jaxbchfl.net	Email: AHudnall@jaxbchfl.net

DEPARTMENT OF HEALTH IN DUVAL COUNTY CONTACTS:

Primary Contact: Katherine Jones, Planner	Primary Contact: Rochelle Civil, Manager
Mailing Address: 921 N Davis St., Bldg. A Suite 251 Jacksonville, FL 32209	Mailing Address: 921 N Davis St., Bldg. A Suite 251 Jacksonville, FL 32209
Office Phone: (904) 253-1792	Office Phone: (904) 253-1796
Mobile Phone: (904) 718-1150	Mobile Phone: (904) 517-9094
Email: Katherine.Jones@flhealth.gov	Email: Rochelle.Civil@flhealth.gov



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Gene Paul N. Smith, Chief of Police
DATE:	January 20, 2026
SUBJECT:	Purchase of 31 New TASER 7s

BACKGROUND

The Police Department has purchased and issued TASERs to officers since 2002. The earlier models of the TASER were the M-26, which is no longer in service, and the X-26. In 2017, TASER (AXON) released the TASER 7 model with notice that the X-26 would be approaching end of life. In June 2022, the Police Department began purchasing the TASER 7 model. Due to a significant price increase from the X-26 to the TASER 7 model, the Police Department put a plan in place to order 10 additional TASER 7 models each year to upgrade this program, starting October 1, 2022 (FY2023).

The challenges the Police Department has faced in subsequent years with two models (X-26 and TASER 7) deployed in the field are purchasing and maintaining stock of two different cartridges (training and real-world), maintaining two different download procedures post-deployment for documentation of responses to resistance, and providing two different training modules, requiring two different tests each year for certification.

As documented in the Public Safety Technology Enhancement Plan, the Police Department is requesting the purchase of 31 TASER 7 units, which includes the following: 5-year warranty; AXON Evidence.com licenses (required for download of deployment data); accompanying holsters and mounts; and training and real-world cartridges for next year's (2026) training iteration. This will complete the entire department's transition to the TASER 7. The purchase of TASER 7s will be funded by a draw (\$129,515.89) from Federal Equitable Sharing.

FINANCIAL IMPACT

Monies are available in Equitable Sharing Trust Fund reserves, and the budget in account 631-09-0910-521-52-552000 will be adjusted at mid-year.

REQUESTED ACTION

Approve/Disapprove the purchase of 31 New TASER 7s utilizing reserves from the Federal Equitable Sharing Trust Fund

ATTACHMENTS

1. Quote Q-791769-46029GM



Axon Enterprise, Inc.
 17800 N 85th St
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic:(800) 978-2737
 International: +1.800.978.2737

Q-791769-46029GM

Issued: 01/07/2026

Quote Expiration: 03/15/2026

Estimated Contract Start Date: 03/01/2026

Account Number: 115297

Payment Terms: N30

Mode of Delivery: UPS-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO
Jacksonville Beach PD , FL 101 Penman Rd S Jacksonville Beach, FL 32250-3348 USA	Jacksonville Beach Police Dept - FL 101 Penman Rd S Jacksonville Beach FL 32250-3348 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Griffin McKean Phone: Email: gmckean@axon.com Fax:	Brian Wallace Phone: 904-877-1243 Email: bwallace@jaxbchfl.net Fax: 904-314-8626

Quote Summary

Program Length	60 Months
TOTAL COST	\$129,515.89
ESTIMATED TOTAL W/ TAX	\$129,515.89

Discount Summary

Average Savings Per Year	\$1,240.00
TOTAL SAVINGS	\$6,200.00

Payment Summary

Date	Subtotal	Tax	Total
Feb 2026	\$129,515.89	\$0.00	\$129,515.89
Total	\$129,515.89	\$0.00	\$129,515.89

Quote Unbundled Price:	\$135,715.89
Quote List Price:	\$135,715.89
Quote Subtotal:	\$129,515.89

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
A la Carte Hardware									
20161	AXON TASER 7 - HOLSTER - SAFARILAND LH+CART CARRIER	3			\$101.20	\$101.20	\$303.60	\$0.00	\$303.60
20186	AXON TASER 7 - HOLSTER MOLLE ADAPTER - SAFARILAND W/MLS16 FORK	35			\$27.55	\$27.55	\$964.25	\$0.00	\$964.25
100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1			\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00
20160	AXON TASER 7 - HOLSTER - SAFARILAND RH+CART CARRIER	32			\$101.20	\$101.20	\$3,238.40	\$0.00	\$3,238.40
22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	70			\$46.35	\$46.35	\$3,244.50	\$0.00	\$3,244.50
22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	70			\$46.35	\$46.35	\$3,244.50	\$0.00	\$3,244.50
20018	AXON TASER - BATTERY PACK - TACTICAL	31			\$117.16	\$117.16	\$3,631.96	\$0.00	\$3,631.96
22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	300			\$46.35	\$46.35	\$13,905.00	\$0.00	\$13,905.00
22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	300			\$46.35	\$46.35	\$13,905.00	\$0.00	\$13,905.00
20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	31			\$2,200.00	\$2,000.00	\$62,000.00	\$0.00	\$62,000.00
A la Carte Software									
20248	AXON TASER - EVIDENCE.COM LICENSE	31	60		\$5.83	\$5.83	\$10,843.80	\$0.00	\$10,843.80
A la Carte Warranties									
80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	31	48		\$0.53	\$0.53	\$788.64	\$0.00	\$788.64
80395	AXON TASER 7 - EXT WARRANTY - HANDLE	31	48		\$8.23	\$8.23	\$12,246.24	\$0.00	\$12,246.24
Total							\$129,515.89	\$0.00	\$129,515.89

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
A la Carte	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1	1	03/01/2026
A la Carte	20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	31	1	03/01/2026
A la Carte	20018	AXON TASER - BATTERY PACK - TACTICAL	31	1	03/01/2026
A la Carte	20160	AXON TASER 7 - HOLSTER - SAFARILAND RH+CART CARRIER	32	1	03/01/2026
A la Carte	20161	AXON TASER 7 - HOLSTER - SAFARILAND LH+CART CARRIER	3	1	03/01/2026
A la Carte	20186	AXON TASER 7 - HOLSTER MOLLE ADAPTER - SAFARILAND W/MLS16 FORK	35	1	03/01/2026

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
A la Carte	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	300	1	03/01/2026
A la Carte	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	300	1	03/01/2026
A la Carte	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	70	1	03/01/2026
A la Carte	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	70	1	03/01/2026

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	20248	AXON TASER - EVIDENCE.COM LICENSE	31	03/01/2026	02/28/2031

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	31	03/01/2027	02/28/2031
A la Carte	80395	AXON TASER 7 - EXT WARRANTY - HANDLE	31	03/01/2027	02/28/2031

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	101 Penman Rd S	Jacksonville Beach	FL	32250-3348	USA

Payment Details

Feb 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1	\$1,200.00	\$0.00	\$1,200.00
Year 1	20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	31	\$62,000.00	\$0.00	\$62,000.00
Year 1	20018	AXON TASER - BATTERY PACK - TACTICAL	31	\$3,631.96	\$0.00	\$3,631.96
Year 1	20160	AXON TASER 7 - HOLSTER - SAFARILAND RH+CART CARRIER	32	\$3,238.40	\$0.00	\$3,238.40
Year 1	20161	AXON TASER 7 - HOLSTER - SAFARILAND LH+CART CARRIER	3	\$303.60	\$0.00	\$303.60
Year 1	20186	AXON TASER - HOLSTER MOLLE ADAPTER - SAFARILAND W/MLS16 FORK	35	\$964.25	\$0.00	\$964.25
Year 1	20248	AXON TASER - EVIDENCE.COM LICENSE	31	\$10,843.80	\$0.00	\$10,843.80
Year 1	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	300	\$13,905.00	\$0.00	\$13,905.00
Year 1	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	300	\$13,905.00	\$0.00	\$13,905.00
Year 1	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	70	\$3,244.50	\$0.00	\$3,244.50
Year 1	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	70	\$3,244.50	\$0.00	\$3,244.50
Year 1	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	31	\$788.64	\$0.00	\$788.64
Year 1	80395	AXON TASER 7 - EXT WARRANTY - HANDLE	31	\$12,246.24	\$0.00	\$12,246.24
Total				\$129,515.89	\$0.00	\$129,515.89

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

1/7/2026





CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Jason Phitides, Director of Parks and Recreation
DATE:	January 20, 2026
SUBJECT:	Ordinance No. 2026-8231 Amending City Code of Ordinances, Chapter 20 Parks and Recreation, Article III Use Regulations, Article IV Park Rules and Regulations [Second Reading]

BACKGROUND

Staff recommend updates to Chapter 20 - Parks and Recreation, Article III Use Regulations, Article IV Park Rules and Regulations of the City's Code of Ordinances to improve public safety, protect natural resources, and align regulations with current operational practices.

The proposed amendments to Chapter 20 aim to:

- Align the Code with current park operations.
- Improve enforceability and the user experience.
- Strengthen coordination with related ordinances (Chapter 5 - Animal Code, Chapter 6 - Beaches and Bulkheads, and Chapter 19.5 - Special Events and Festivals).

The intent of the amendments are summarized as follows:

- Improve safety, clarity, and consistency across all park facilities.
- Support equitable use of public spaces and better enforcement of park rules.
- Reflect current community standards and operational needs.

Ordinance No. 2026-8231 was approved by the City Council at its first reading held on December 15, 2025.

FINANCIAL IMPACT

None

REQUESTED ACTION

Adopt/Deny Ordinance No. 2026-8231 on the second reading amending the City Code of Ordinances Chapter 20 Parks and Recreation, Article III Use Regulations and Article IV Park Rules and Regulations to make corrections and add a Section to provide codified local rules, regulations, and enforcement provisions concerning the City's parks and recreation

ATTACHMENTS

1. Ordinance No. 2026-8231 Amending Ch. 20 - Parks and Recreation
2. Business Impact Estimate Ord. No. 2026-8231



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach, FL 32250

AGENDA ITEM:	A.
MEETING DATE:	January 20, 2026

Introduced by: _____
1st Reading: _____
2nd Reading: _____

ORDINANCE NO. 2026-8231

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 20 “PARKS AND RECREATION”, ARTICLE III “USE REGULATIONS”, ARTICLE IV “PARK RULES AND REGULATIONS” OF THE CODE OF ORDINANCES TO MAKE CORRECTIONS AND ADD A SECTION TO PROVIDE CODIFIED LOCAL RULES, REGULATIONS, AND ENFORCEMENT PROVISIONS CONCERNING THE CITY’S PARKS AND RECREATION; AND PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTS, SEVERABILITY, SCRIVENER’S ERRORS, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach (“City”) has the authority to adopt this Ordinance pursuant to Article VIII, § 2 of the Constitution of the State of Florida and Chapter 166, Florida Statutes; and

WHEREAS, City Code of Ordinances Chapter 20 “Parks and Recreation” was created through the enactment of Ordinance No. 2020-8148 in October 2020; and

WHEREAS, since its creation, it has become apparent that certain sections of Chapter 20 should be updated to properly address the protection of public property, public use, and public safety, health, and welfare issues concerning operations and management of the City’s parks and park properties; and

WHEREAS, amending Chapter 20 will provide the City’s Parks and Recreation and Police Departments with more substantial local regulations and rules to protect the general public, public property, and the environment; and

WHEREAS, this Ordinance serves legitimate government purposes, it is a permissible exercise of the City’s powers and authority, benefits the health, safety, and welfare of the City of Jacksonville Beach citizens and guests, and serves to protect and preserve the environment and City property for public benefit.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF JACKSONVILLE BEACH, FLORIDA:

SECTION 1. RECITALS AND LEGISLATIVE FINDINGS. The above recitals and legislative findings are ratified, correct and made a part of this Ordinance.

SECTION 2. CHAPTER 20, ARTICLE III, SECTION 20-5 OF THE CODE OF ORDINANCES, CITY OF JACKSONVILLE BEACH, FLORIDA, IS HEREBY AMENDED TO READ AS FOLLOWS¹:

¹ ~~Strikethrough~~ text indicates deletions, underline text indicates additions.

Sec. 20-5. Personal responsibility; necessity for rules and regulations.

It is the responsibility of each person to conduct and participate in recreational activities and athletic events at the parks and on park property in such a manner so as to prevent injury or loss of life to any person including himself/herself. Therefore, for the public safety, it is necessary to prescribe rules and regulations to govern recreational activities and athletic events in parks and on public beaches.

Parents or guardians shall be held strictly responsible and accountable for the actions of minors regarding this article.

SECTION 3. CHAPTER 20, ARTICLE III, SECTION 20-6 OF THE CODE OF ORDINANCES, CITY OF JACKSONVILLE BEACH, FLORIDA, IS HEREBY AMENDED TO READ AS FOLLOWS:

Sec. 20-6. Authority to regulate beaches and park property.

- (a) The city manager is empowered to exercise discretion to regulate the time, place, and manner in which the public beaches, park property, or any portion thereof, are to be used by the public and to authorize the posting of signs regulating public use. In so doing, the city manager is to give due regard to the safety and preservation of public property, the number of persons who can be safely protected and safeguarded at the particular location, and the public health, safety and welfare. City manager directions given pursuant to the authority contained in this section are declared to have the effect of local law and shall be enforced by the city police officers and employees.
- (b) Each park shall have at least one prominently posted sign that states the hours of operation for that park.
- (c) Any section of any park may be declared closed to the public by the city manager at any time and for any interval or at regular or stated intervals (daily or otherwise) or entirely or merely to certain uses as the city manager shall find reasonably necessary for the safety and preservation of public property.

SECTION 4. CHAPTER 20, ARTICLE III, SECTION 20-10 OF THE CODE OF ORDINANCES, CITY OF JACKSONVILLE BEACH, FLORIDA, IS HEREBY AMENDED TO READ AS FOLLOWS:

Sec. 20-10. Organized activities or potentially dangerous games.

- (a) No person shall engage in any rough or potentially dangerous activity. Any activities deemed to present a safety hazard shall be prohibited by the Director.
- (b) Use of park property is limited to its intended use only, unless permission is granted in writing by the city manager or designee. Skateboarding shall be governed by this section and in accordance with section 20-18 of this Code, as amended from time to time.
- (c) No person shall trespass on or use athletic fields that are posted for use by permit only without a valid permit.
- (d) No person shall play golf or use golf balls and clubs within any park areas or on the public beaches, with the exception of the golf course.

- (e) Athletic fields for games and practices must be scheduled in advance by obtaining a permit from the appropriate park staff.
- (f) If lightning is detected or present within 10 miles of the athletic facility, any ongoing athletic or recreational activities shall be immediately suspended. It is the user's responsibility to seek safe shelter.
- (g) All field lights will be turned on or off at the discretion of the Director or designee.
- (h) Reservations for picnic shelters and the appurtenances thereto must be obtained in advance and must be for a specific time and duration for each such facility. Reservations may be accessible online.

SECTION 5. CHAPTER 20, ARTICLE IV, SECTION 20-13 OF THE CODE OF ORDINANCES, CITY OF JACKSONVILLE BEACH, FLORIDA, IS HEREBY AMENDED TO READ AS FOLLOWS:

Sec. 20-13. General park rules and regulations.

- (a) *Applicable Parks.* The following parks are included in this ~~article~~section:

- 12th Avenue South Park
- Carver Center
- Cradle Creek Preserve
- Gonzales Park
- ~~Huguenot Park~~Fountain View Park
- Oceanfront Park
- Paws Dog Park
- Penman Park
- Rotary Park
- Seawalk Pavilion and Latham Plaza
- South Beach Park and Sunshine Playground
- Tall Pines Park
- Wingate Park

- (b) *Hours.* The hours of operation for each city park, as may be amended from time to time, are from sunrise to sunset, except for Paws Dog Park, which opens at 5:00 a.m. and closes at 10:00 p.m., and Wingate Park, which hosts athletic events on lighted fields. All Parks are first-come first-serve and prohibit organized games, league play, or team activities except for Wingate Park.

(c) *Prohibited activities.* It shall be unlawful for any person to do any of the following in any park or other areas officially designated by the city council as a park and posted as such unless specifically permitted by the appropriate authorization received from the city manager and issued pursuant to this article, except for activities of the city which are undertaken within the scope of its governmental authority:

- (1) Trespass when the park is closed.
- (2) Camp overnight.
- (3) Purchase, sell, offer, possess, or consume any alcoholic beverages, except in accordance with a special event and supplemental alcohol permit as provided in chapter 19.5 of this Code of Ordinances.
- (4) Cook foodstuff on grills other than those public grills provided by the city for that purpose. Persons may utilize grills provided by the city only for cooking in the designated park areas. No fires or food preparation is allowed that pose a hazard to public property or the general public.
- (5) Set or stoke a fire, except for city-authorized prescribed burns or those fires set or stoked in designated city grills, where they are provided, and said fire shall not be allowed if it poses a hazard to public property or the general public.
- (6) Litter, dump, or fail to remove all trash in the nature of boxes, papers, cans, bottles, garbage, and other refuse left or caused in the use of a park. If no trash receptacles are provided, then refuse and trash shall be carried away from the park area by the park user to be properly disposed of elsewhere. Persons are prohibited from bringing garbage, refuse, trash or dead animals into the parks or on park property for the principal purpose of disposing of or leaving such garbage/refuse in the parks or on park property. Persons are prohibited from disposing of garbage/refuse in the parks except in clearly designated garbage/refuse receptacles.
- (7) Engage in the defacing, destruction, removal, or alteration of any park facility, structure, grounds, or equipment.
- (8) Construct or erect any hut, shanty, or other shelter. Park users may set up a temporary sun/shade apparatus up to ten (10) feet by ten (10) feet in size. Such apparatus must be made of flexible material, and any support lines which extend beyond the length and width of the covering, must be flagged for visibility and cannot be within fifteen (15) feet of any game court, sports field, or children's play equipment. No sun/shade apparatus shall remain in place overnight in any park.
- (9) Disturb the natural surface of the ground in any manner unless authorized in writing by the city manager and done in accordance with a city-initiated land management activity.
- (10) Erect or affix signs to any tree, post, pole, fence, or park facility or grounds except as provided by city ordinance, or through an approved facility use contract authorized by the city manager.
- (11) To disturb or remove any plant, wildlife, animal, bird, or egg located above, upon, or below the surface of the park grounds, or to allow any privately-owned animal to do so unless specifically authorized in writing by the city manager.

- (12) To launch, throw, hurl, or otherwise propel an arrow, spear, BB, pellet, slingshot, javelin, or other dangerous object. This part shall not be used or interpreted to regulate firearms, ammunition, or components thereof as defined in F.S. Ch. 790.
- (13) Use roller skates, roller blades, or skateboards, except on park facilities specifically designated for this purpose.
- (14) Use public restrooms to shave, bathe, and/or shower, unless shower facilities are specifically provided for public use. All persons using public restrooms shall cooperate in keeping them in a neat and sanitary condition.
- (15) Sleep or lounge on park benches, seats, tables, or under any covered areas or pavilion or other areas located within the parks or reside/live in the parks on a temporary or permanent basis.
- (16) Store personal goods or property on park property.
- (17) Loiter or prowl in or around any parks, park property or park areas including, but not limited to, playgrounds, play equipment, restrooms, picnic shelter areas, parking areas, wooded or natural undeveloped areas. Such loitering and prowling behavior shall be interpreted in accordance with F.S. § 856.021.
- (18) Bathe or otherwise be, use or remain in a water or drinking fountain and/or its reservoir or to allow any privately-owned animal to do so.
- (19) Discharge or deposit human waste, except in toilet facilities provided by the city.
- (20) Engage in the sale, rental, delivery, demonstration, display, or offering as a business promotion any item or service for any non-city sponsored function(s), except as otherwise permitted for special events as provided by chapter 19.5 of this Code of Ordinances or administrative rule.
- (21) Use any park property for non-city sponsored fundraising activities, except as otherwise permitted for special events as provided in chapter 19.5 of this Code of Ordinances.
- (22) Engage in gambling, conduct raffles, bingo games, or card games for money or donations for prizes or any other forms of gambling, whether the activity is for charity or otherwise.
- (23) Play or operate any radio, stereo, public address system, or any other sound emitting device in such a manner that the sound produced is audible at a distance of greater than one hundred (100) feet, unless otherwise permitted for special events as provided in chapter 19.5 of this Code of Ordinances, except that no action shall be taken to enforce this part until a warning to cease such violation has been issued by a person authorized to enforce this chapter and the violator continues such violation.
- (24) Refuse to vacate any pavilion, table, building, or portion of a park that is permitted for the exclusive use of another party as provided by a special event permit or temporary rental agreement authorized by the city.
- (25) Smoke tobacco products or use vapor-generating devices. As used in this provision, smoking shall be defined as inhaling, exhaling, burning, carrying, or possessing a lighted

tobacco product or the active use of a vapor-generating device. Tobacco product is defined to include cigarettes, pipe tobacco, and any other lighted tobacco product except unfiltered cigars.

- (26) Drive any vehicle on any all-purpose field, including the golf course, with the exception of carts and devices allowed by the golf course staff.
- (27) Disturb park patrons and/or interfere with park use, including but not limited to:
- a. Disturb or interfere unreasonably with any person or party occupying any area or participating in authorized activities within the parks or on park property.
 - b. Conduct or participate in events, projects or activities that could curtail, impede, or interfere with the use by others of any park, facility or recreation area.
 - c. Engage in any activity within any park or on park property that is dangerous to the health, safety, or welfare of any person or which could cause damage to the property of other persons or park property.
 - d. Harass any other person while on park property.
 - e. Engage in loud, boisterous, threatening, abusive, or insulting behavior or engage in any disorderly conduct or behavior tending to breach the public peace while on park property. Activity constituting disorderly conduct and/or breach of the peace shall be interpreted in accordance with the Florida Statutes.
- (28) Play profane or offensive music while in the parks or on park property.
- (29) Use any park, park property or park area in a manner which will result in financial gain.
- (30) Play rough/forceful or potentially dangerous games on park property except in or on fields, courts, or areas of the park that are specifically designated for such games by the Department. Such games include, but are not limited to, football, basketball, baseball, softball, horseshoes, golf, lacrosse, soccer, cricket, rugby, tennis, volleyball or any other games or exercises involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins, shuttlecocks or rockets.
- (31) Engage or participate in any lewd and lascivious behavior while in the parks or on park property. The term "lewd and lascivious" behavior shall have the meanings set forth in F.S. Chs. 798 and 800.
- (32) For any person over the age of six, occupy or enter any restroom, dressing room, bathhouse, or other park structure or facility which is reserved or designated by the Department for the exclusive use of the opposite sex.
- (33) Willfully mark, deface, damage, injure in any way, displace, remove or tamper with any objects, structures or equipment located in the parks or on park property, including, but not limited to, any buildings, facilities, signs, notices, statues, monuments, electrical light boxes, bridges, tables, benches, grills, railings, paving, water lines, fences, gates, stakes, posts, boundary markers, play equipment, shelters, recreation centers sheds and/or storage sheds.

(34) Conduct or participate in gang-related meetings/assemblies or engage in any gang-related activities whatsoever within the parks or on park property.

(35) No entertainment, musical rendition or exhibition shall be given in any park or recreation area (excluding any such event conducted for the primary purpose of First Amendment speech or assembly) and no electronic microphones or amplifying devices shall be used in connection therewith, except under the direction and authority of the parks and recreation department.

(36) Feed wild geese on public property when signage prohibiting such activity is posted on the property. Ref. Sec. 5-33 (4).

(37) Stand or sit on any structure not intended for such use in any park.

SECTION 6. CHAPTER 20, ARTICLE IV, SECTION 20-14 OF THE CODE OF ORDINANCES, CITY OF JACKSONVILLE BEACH, FLORIDA, IS HEREBY AMENDED TO READ AS FOLLOWS.

Sec. 20-14. Huguenot Tennis Center (HTC) Jacksonville Beach Tennis Club (JBTC).

- (a) *Fees.* Charges for the use of the tennis courts at HTCJBTC shall be by resolution approved by the city council.
- (b) *Hours of operation.* Hours of operation shall be established by City Council based on the needs of the community and available funding. The courts are available for open play for three hours per weekday.
- (c) *Fiscal year holidays.* Hours of operation may be limited on the following holidays and shall be established by City Council based on the needs of the community and available funding:

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving

Friday after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Martin Luther King Day

President's Day

Easter

Memorial Day

Juneteenth

(d) *Rules and regulations.*

- (1) HTCJBTC is a smoke-free facility. The use of cigars, cigarettes, vapor, or e-cigarettes in any form is prohibited at HTCJBTC, and within twenty-five (25) feet of the exterior fencing of the facility.
- (2) Proper tennis attire is required (shirts must be worn at all times).
- (3) Only flat-soled tennis specific shoes are allowed on the tennis courts. Cross trainers or other running shoes are not permitted for both safety and court maintenance and surface conditioning reasons.
- (4) No skateboards, scooters, bicycles, or skates are allowed on the courts or within the perimeter fencing.
- (5) No pets allowed on courts.
- (6) Guide or assistance dogs for the handicapped are the only animals that will be allowed inside the buildings.
- (7) No alcoholic beverages are allowed in any HTCJBTC area.
- (8) The use, sale, or possession of alcoholic beverages or controlled substances is prohibited. Being under the influence of said substances and refusal to leave the premises may result in suspension from the facility and/or prosecution.
- (9) Children must be supervised by parents at all times. Children under the age of twelve (12) are not permitted to remain courtside or in the lounge or lobby areas unless supervised by a parent or an adult guardian.
- (10) No hitting/throwing balls against walls in the facility or climbing on the furniture or fences.
- (11) Games and excessive horseplay are not allowed on the premises.
- (12) Profanity, loud noises, racquet throwing, abuse of city property, and similar aggressive behavior will not be tolerated. Failure to comply may result in suspension from the facility.
- (13) Announcements or flyers for bulletin boards must be submitted to and approved by the HTCJBTC facility manager.
- (14) City and HTCJBTC staff are not responsible for personal items left unattended, lost, or stolen.
- (15) No parking in handicapped designated spaces unless the vehicle is properly registered and displays a handicap permit.

- (16) Theft or vandalizing of city property or property belonging to a private party may result in criminal charges. Guests caught vandalizing property will forfeit their rights to the facility and will be prosecuted to the fullest extent of the law.
- (17) Use of verbal or physical threats toward HTCJBTC staff or other patrons or the use of offensive, obscene, or illegal conduct is prohibited. Violators will be asked to leave the facility. Depending on the severity of the behavior, individuals may be suspended from future use of the facility.
- (18) Dispose of gum properly by placing it in proper trash receptacles.
- (19) Place unwanted, used balls in the recycling containers provided.

(e) *Check-in procedures.*

- (1) All users must sign in at the clubhouse prior to entering a court for play at all times (individual play, private lessons, team practices, etc.).
- (2) All applicable fees must be paid prior to play. Only checks or cash are accepted.
- (3) Failure to comply with registration procedures and submission of payment may result in interruption of play and forfeiture of court until resolved.
- (4) Courts will be assigned by HTCJBTC staff.
- (5) Court time will be limited to one and a half hours for singles and two (2) hours for doubles. Anyone wishing to play longer may check in at the clubhouse and be added to the waiting list.
- (6) A minimum of two (2) courts will be available for walk-up play when all courts are playable. In the event there is a limited number of courts available due to maintenance, resurfacing, inclement weather, etc., at least two (2) courts of the playable courts will be designated for reservation or walk-up play.
- (7) Tournament and league matches take precedence over member and/or walk-up play if at any time all courts are needed for these events. HTCJBTC reservation policy is subject to court availability. Court reservations can be made by calling HTCJBTC.
- (8) Individuals and instructors may make a reservation for one (1) court up to seven (7) days in advance.
- (9) Teams may make a reservation for two (2) courts up to seven (7) days in advance.
- (10) Reserved courts that have not been claimed and paid for ten (10) minutes after the scheduled time will be released to waiting parties.
- (11) Prompt notification of reservation cancellation should be made to HTCJBTC staff.

(f) *Waiting list.*

- (1) When all walk-up courts have been issued, a waiting list will be started. The list will be in order of arrival.

- (2) One (1) person is not allowed to be on the waiting list for two (2) courts. If two (2) courts are needed, two (2) individuals should sign up on the waiting list. There is no guarantee that the courts will be close to each other.

(g) *Court use.*

- (1) Please be quiet when walking or waiting behind courts.
- (2) When claiming a court, wait until the exiting players have finished a point or rally before entering.
- (3) As a courtesy to players with a reservation following yours, please be ready to exit a court at the exact end of your reserved time.
- (4) Do not enter adjacent courts (when in use) to retrieve stray balls. Wait until your neighboring players have finished a point, and then ask them to return your ball.
- (5) After play, the court must be cleared of trash, properly groomed with the brushes provided, the lines swept, and equipment returned to the designated area.

(h) *Weather procedures.*

- (1) Play will be halted on courts when HTCJBTC staff determines the courts are unplayable and HTCJBTC staff will determine when courts will be playable again.
- (2) If the temperature is one hundred (100) degrees; or above, or the heat index is one hundred six (106) degrees or higher, or thirty-two (32) degrees or below, any player may halt play. If lightning/thunder is detected, it is the players' responsibility to halt play and seek safe shelter.

(i) *USTA League team practices.* In the event the majority of the courts are unplayable, team practices will be cancelled. If enough courts are playable for each team to receive one (1) court, then team practices will be held with each team receiving one (1) court.

(j) *USTA League matches.* All league matches are assigned courts at least one (1) day prior to the match. Matches scheduled on courts that are playable will go on as scheduled. Matches scheduled on courts that are unplayable will be cancelled and will be rescheduled. In the event a match is scheduled on a bank of courts where only a portion of those courts are playable, the matches should go on as scheduled on the playable courts and the unplayable courts should be rescheduled.

(k) *Reservations and individual play.*

- (1) In case of inclement weather, all reservations are subject to court availability.
- (2) If courts are limited due to weather, all individual reservations will be cancelled.
- (3) Players may contact HTCJBTC at 904-247-6221 to find out if courts are available for walk-up play.

(l) *Rescheduled matches.*

- (1) Captains of cancelled matches should use their assigned practice night and courts to make up the matches. HTCJBTC staff will not schedule make up matches on other teams' practice courts.
- (2) Rescheduled matches played on team practice courts will not be interrupted, and shall be played until completion.
- (3) Rescheduled matches should not be scheduled later than one and a half (1.5) hours before closing. (e.g., no matches scheduled after 7:30 p.m. when facility closes at 9:00 p.m.)
- (4) Subject to court availability, teams utilizing their allotted two (2) courts for make-up matches may also reserve up to two (2) additional courts on the same scheduled team practice night.

(m) *Host policies and procedures.*

- (1) A full-time HTCJBTC staff person must be on site during the event.
- (2) Facility should be adequately staffed based on event size and need.
- (3) All HTCJBTC staff should be knowledgeable of all policies, procedures, maintenance, and equipment use.

SECTION 7. CHAPTER 20, ARTICLE IV OF THE CODE OF ORDINANCES, CITY OF JACKSONVILLE BEACH, FLORIDA, IS HEREBY AMENDED BY ADDING A SECTION TO BE NUMBERED 20-19, WHICH SAID SECTION SHALL READ AS FOLLOWS:

Sec. 20-19. - Advertising, Publicity and Signs.

- (a) No person shall distribute, display, or affix any printed materials or advertisements to or within any park property or advertise or obtain publicity through any means whatsoever within or upon any park property other than as specifically set forth in this section.
- (b) The following forms of advertising and publicity are permitted within the parks:
 - (1) Printed materials or advertisements permanently affixed on vehicles or on clothing;
 - (2) Distribution of printed handbills or leaflets, the purpose of which is not solely commercial;
 - (3) Announcements of City or Department sponsored or sanctioned events;
 - (4) Authorized signs located entirely within concession structures; and
- (c) All City publicity and signs must adhere to the Department's Communication Plan.
- (d) No person shall park or station on any park property any vehicle displaying a sign or notice with the intent of offering said vehicle for sale or exchange.

SECTION 8. CONFLICTING ORDINANCES AND ACTS. All ordinances and resolutions previously adopted or entered into by the City that are in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 9. SEVERABILITY. If any section, subsection, clause or provision of this Ordinance is held invalid, the remainder shall not be affected by such invalidity.

SECTION 10. SCRIVENER'S ERRORS. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Manager without the need for a public hearing or further action by the City Council.

SECTION 11. CODIFICATION. The City Council intends that this Ordinance will be made a part of and codified in the City of Jacksonville Beach Code of Ordinances.

SECTION 12. EFFECTIVE DATE. This Ordinance will immediately take effect upon its adoption by the City Council.

AUTHENTICATED THIS _____ DAY OF _____, A.D., 2026.

Christine H. Hoffman, Mayor

Molly Alleger, City Clerk

Approved as to form and legal sufficiency:

David Migut, City Attorney



BUSINESS IMPACT ESTIMATE STATEMENT

Ordinance Number and Title:

Ordinance No. 2026-8231

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 20 “PARKS AND RECREATION”, ARTICLE III “USE REGULATIONS”, ARTICLE IV “PARK RULES AND REGULATIONS” OF THE CODE OF ORDINANCES TO MAKE CORRECTIONS AND ADD A SECTION TO PROVIDE CODIFIED LOCAL RULES, REGULATIONS, AND ENFORCEMENT PROVISIONS CONCERNING THE CITY’S PARKS AND RECREATION; AND PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTS, SEVERABILITY, SCRIVENER’S ERRORS, CODIFICATION, AND AN EFFECTIVE DATE.

1. Summary of the Proposed Ordinance:

This Ordinance updates Chapter 20 to properly address the protection of public property, public use, and public safety, health, and welfare issues concerning operations and management of the City’s parks and park properties and provides the City’s Parks and Recreation and Police Departments with more substantial local regulations and rules to protect the general public, public property, and the environment.

2. Estimate of the Direct Economic Impact of the Proposed Ordinance:

This ordinance will not require businesses to incur any direct costs, nor will any new charges or fees be assessed for which businesses will be financially responsible.

3. Good Faith Estimate of the Number of Businesses Likely to be Impacted by the Proposed Ordinance:

None.

4. Additional Information the City of Jacksonville Beach Has Determined May be Useful (If Any):

Not applicable.



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Director of Planning and Development
DATE:	January 20, 2026
SUBJECT:	Ordinance No. 2026-8232 Amending Ch. 34, Art. VII, Div. 2, by Creating a New Sec. 34-733 "Requests for Accommodation" from the City's Land Development Code [Second Reading]

BACKGROUND

In 2025, the Florida State Legislature adopted Senate Bill 954, which is an act relating to certified recovery residences. A certified recovery residence, as defined by Florida Statutes, is "a recovery residence that holds a valid certificate of compliance and is actively managed by a certified recovery residence administrator." Certified recovery residences serve to provide accessible and safe housing and services for substance abuse recovery. Recovery residences, also known as "sober homes" or "sober living homes", are alcohol and drug free living environments for individuals in recovery who are attempting to maintain abstinence from alcohol and drugs. These residences offer no formal treatment and are, in some cases self-funded through resident fees. The Americans with Disabilities Act ensures that people with disabilities have the same rights and opportunities as everyone else. This includes people with addiction to alcohol and people in recovery from opioids and other drugs.

Chapter 397 of Florida Statutes lays out the rules and requirements for the provision of substance abuse services. Pursuant to Chapter 397.487, the Legislature finds that a person suffering from addiction has a higher success rate of achieving long-lasting sobriety when given the opportunity to build a strong foundation by living in a recovery residence while receiving treatment.

The Bill, as amended, requires counties and municipalities to adopt an ordinance establishing procedures for the review and approval of certified recovery residences. This must be completed by January 1st 2026. The ordinance must include the following:

- A process for requesting reasonable accommodations from any local land use regulation that serves to prohibit the establishment of a certified recovery residence;
- Consistency with the Fair Housing Amendments Act of 1988 and Title II of the Americans with Disabilities Act;
- A written application process for requesting reasonable accommodation for the establishment of a certified recovery residence;
- Requirement that the local government date-stamp each application upon receipt and notify the applicant of deficiencies in the application within 30 days after receipt of the application;
- Requirement that the local government issue a final written determination on an application within 60 days of receipt of the application, either approving or denying the request;
- Provision that if a final written determination is not issued 60 days after receipt of an application, the request is deemed approved unless both parties agree to a reasonable extension; and

AGENDA ITEM:	B.
MEETING DATE:	January 20, 2026



- Minimum application requirements.

The ordinance may establish additional requirements for the review or approval of reasonable accommodation requests for the establishment of a certified recovery residence, provided any additional requirements are consistent with other federal and state laws. The ordinance may not require public hearings beyond the minimum required by law to grant the requested accommodation. Finally, the ordinance may include provisions for the revocation of a granted accommodation.

The Planning Commission met on December 8, 2025, to review Ordinance No. 2026-8232 and recommends approval of the Ordinance subject to two conditions as specified in the attached memo from Senior Planner Christian Popoli. The Ordinance as drafted does not contain either of the Planning Commission's recommendations.

Ordinance No. 2026-8232 was approved by the City Council at its first reading held on December 15, 2025.

FINANCIAL IMPACT

None.

REQUESTED ACTION

Adopt/Deny Ordinance No. 2026-8232 on the second reading amending Chapter 34, Article VII, Division 2 "SUPPLEMENTAL STANDARDS" by creating a new Section 34-733 "Requests for accommodation" from the City's Land Development Code

ATTACHMENTS

1. PC# 21-25 for Ord. 2026-8232
2. Ordinance No. 2026-8232 LDC Amendment Reasonable Accommodation



MEMORANDUM	
TO:	Heather Ireland, Planning and Development Director
FROM:	Christian Popoli, Senior Planner
DATE:	December 9, 2025
SUBJECT:	Recommendation from Planning Commission on Ord. 2026-8232

The Planning Commission met December 8, 2025, to review, discuss and make a recommendation to City Council on the proposed reasonable accommodation, Ordinance number 2026-8232.

Their recommendation is as follows:

The Planning Commission recommends **Approval with the following conditions:**

1. The word “*designee*” be removed in all instances, and the Ordinance should read “*City Manager Only*” in all occurrences.
2. That due to the very short window of time to review the proposed Ordinance, the Planning Commission is recommending approval, with the condition that the City’s legal staff hold a discussion with the Planning Commission sometime in January of 2026, so they can ask questions of the legal staff, and if needed, make recommendations to City Council for potential amendments after the discussion.

I am happy to answer any questions regarding this hearing or recommendation.

Introduced by: _____
1st Reading: _____
2nd Reading: _____

ORDINANCE NO. 2026-8232

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CITY CODE OF ORDINANCES CHAPTER 34, “LAND DEVELOPMENT CODE”, ARTICLE VII, “SITE DEVELOPMENT STANDARDS”, DIVISION 2, “SUPPLEMENTAL STANDARDS”, BY CREATING A NEW SECTION 34-733 “REQUESTS FOR ACCOMMODATION”, TO PROVIDE PROCEDURES FOR HANDLING AND PROCESSING REQUESTS FOR ACCOMMODATION FROM THE CITY’S LAND DEVELOPMENT CODE; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, SCRIVENER’S ERRORS, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the Florida Legislature, by HB 21 (2015), established a voluntary certification program for recovery residences that establishes operational and ethical safeguards for disabled persons and the City desires to acknowledge and promote such safeguards; and

WHEREAS, in accordance with SB 954 (2025) pertaining to “Certified Recovery Residences”, the City desires to enact an ordinance providing for procedures for handling and processing requests for accommodation from the City’s Land Development Code before the statute’s effective date of January 1, 2026; and

WHEREAS, “reasonable accommodation” is a statutorily established method by which an individual who is disabled and/or handicapped (as those terms are defined in Title II of the Americans with Disabilities Act and/or the Fair Housing Amendments Act, hereafter “disabled”), or a provider of services to the disabled qualifying for reasonable accommodations under the referenced statutes, can request a modification or alteration in the application of a specific Code provision, rule, policy, or practice, to them. The proposed accommodation sought by the disabled individual must be reasonable and necessary to afford such person an equal opportunity to use and enjoy housing; and

WHEREAS, the City hereby desires to adopt within the Land Development Code, and consistent with SB 954 (2025) and the Final Order of the Southern District of Florida in *Jeffrey O. v. City of Boca Raton*, 511 F. Supp. 2d 1339 (S.D. Fla. 2007), reasonable accommodation procedures that will permit disabled individuals (or qualifying entities) to request reasonable accommodations and, where appropriate based on the facts and law, to receive reasonable accommodations; and

WHEREAS, the City desires to require annual recertification of reasonable accommodation approvals in order to ensure ongoing protection for the disabled; and

WHEREAS, the Planning Commission, sitting as the Local Planning Agency, has determined that the change is consistent with and furthers the goals, objectives and policies of the City's Comprehensive Plan; and

WHEREAS, the Planning Commission reviewed the proposed text amendment at a public hearing held on December 8, 2025, and voted to recommend that the changes be approved; and

WHEREAS, the City Council is charged with protecting the health, safety, and welfare of its residents and believes this Ordinance to be in the best interests of the residents.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF JACKSONVILLE BEACH, FLORIDA:

SECTION 1. RATIFICATION. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this ordinance.

SECTION 2. CREATION OF NEW SECTION. CHAPTER 34, "LAND DEVELOPMENT CODE", ARTICLE VII, "SITE DEVELOPMENT STANDARDS", DIVISION 2, "SUPPLEMENTAL STANDARDS", Section 34-733 "Requests for accommodation" is hereby created to read as follows¹:

Sec. 34-733. - Requests for accommodation.

(a) Purpose. The purpose of this section is to implement a procedure for processing requests for reasonable accommodation to the City's Code of Ordinances, Land Development Regulations, Rules, Policies, and Procedures for persons with disabilities as defined by the federal Fair Housing Amendments Act (42 U.S.C. 3601, et seq.) ("FHA") and Title II of the Americans with Disabilities Amendments Act (42 U.S.C. Section 12131, et seq.) ("ADA"). For purposes of this section, a "disabled" person is an individual who qualifies as disabled and/or handicapped under the FHA and/or ADA. Any person who is disabled (or qualifying entities) may request a reasonable accommodation with respect to the City's Land Development Code, Code of Ordinances, rules, policies, practices and/or procedures as provided by the FHA and the ADA pursuant to the procedures set out in this section.

(b) Notice to the public of availability of accommodation. The city shall display a notice in the city's public notice bulletin board (and shall maintain copies available for review in the city clerk's office), advising the public that disabled individuals (and qualifying entities) may request a reasonable accommodation as provided herein.

¹ ~~Strikethrough~~ text indicates deletions, underline text indicates additions.

(c) Application. A request by an applicant for reasonable accommodation under this section shall be either oral or written. A written request may be submitted by completion of a reasonable accommodation request form, which form is maintained by (and shall be submitted to) the city's ADA coordinator. The reasonable accommodation form shall contain such questions and requests for information as are necessary for processing the reasonable accommodation request. The reasonable accommodation request form shall be substantially in the form set forth in subsection 34-733(g)(1), below.

(1) Confidential information. Should the information provided by the applicant to the city include medical information or records, including records indicating the medical condition, diagnosis or medical history of the disabled individual, such individual may, at the time of submitting such medical information, request that the city, to the extent allowed by law, treat such medical information as confidential information of the disabled individual. The city shall thereafter endeavor to provide written notice to the disabled individual, and/or their representative, of any request received by the city for disclosure of the medical information or documentation which the disabled individual has previously requested be treated as confidential by the city. The city will cooperate with the disabled individual, to the extent allowed by law, in actions initiated by such individual to oppose the disclosure of such medical information or documentation, but the city shall have no obligation to initiate, prosecute or pursue any such action, or to incur any legal or other expenses (whether by retention of outside counsel or allocation of internal resources) in connection therewith, and may comply with any judicial order without prior notice to the disabled individual.

(2) Fee. There shall be no fee imposed by the city in connection with a request for reasonable accommodation under this section, and the city shall have no obligation to pay a requesting party's attorney's fees or costs in connection with the request, or an appeal.

(3) City assistance. The city shall provide such assistance and accommodation as is required pursuant to FHA and ADA in connection with an applicant's request for reasonable accommodation, including, without limitation, assistance with reading application questions, responding to questions, completing the form, filing an appeal, and appearing at a hearing, etc., to ensure the process is accessible.

(d) Findings for reasonable accommodation. In determining whether the reasonable accommodation request shall be granted or denied, the requesting party shall be required to establish, at a minimum, that:

(1) They are protected under the FHA and/or ADA by demonstrating that they are handicapped or disabled, or a qualifying entity, as defined in the FHA and/or ADA.

- (2) The proposed reasonable accommodations sought are reasonable and necessary to afford the subject individual(s) with disabilities an equal opportunity to use and enjoy the housing that is the subject of the request.

The foregoing, in addition to applicable federal standards, (all as interpreted by the courts) shall be the basis for a decision upon a reasonable accommodation request made by the city manager, or his/her designee, or by a Special Magistrate in the event of an appeal.

(e) Decision process.

- (1) The city manager, or his/her designee, shall have the authority to consider and act on requests for reasonable accommodation, recertification of an approved reasonable accommodation, and amendment to an approved reasonable accommodation. When a reasonable accommodation request form has been completed and submitted to the ADA coordinator, it must be date-stamped upon receipt.
- (2) The city manager, or his/her designee, shall issue a written determination within no more than sixty (60) days of the date of receipt of a completed application and may, in accordance with federal law, (1) grant the accommodation request, (2) grant a portion of the request and deny a portion of the request, and/or impose conditions upon the grant of the request, or (3) deny the request in accordance with federal law, stating with specificity, the evidence-based reasons for denial and identifying any deficiencies or actions necessary for reconsideration. All written determinations shall give notice of the right to appeal. The notice of determination shall be sent to the requesting party (i.e. the disabled individual or his/her representative). If a final written determination is not issued within sixty (60) days after receipt of a completed application, the request is deemed approved unless the parties agree in writing to reasonable extension of time.
- (3) If reasonably necessary to reach a determination on the request for reasonable accommodation, the city manager, or his/her designee, may, within thirty (30) days of the receipt of the request for reasonable accommodation, request additional information from the requesting party, specifying in sufficient detail what information is required. The requesting party shall have thirty (30) days after the date of the request for additional information to provide the requested information. If the requesting party fails to provide the requested additional information within said thirty (30) day period, the city manager, or his/her designee, shall issue a written notice advising that the requesting party had failed to timely submit the additional information and therefore the request for reasonable accommodation shall be deemed abandoned and/or withdrawn and no further action by the city with regard to said reasonable accommodation request shall be required.

- (f) Appeal. The appeal of any decision of the city manager or his/her designee regarding a request for reasonable accommodation, recertification of an approved reasonable

accommodation, or amendment to an approved reasonable accommodation shall be considered pursuant to the requirements of this section. Within thirty (30) days after the city manager's, or his/her designee's, determination regarding a reasonable accommodation request is mailed to the requesting party, such applicant may appeal the decision by filing a notice of appeal with the city clerk. The city clerk or designee shall act as clerk to the Special Magistrate for purposes of an appeal from a decision under this section. All appeals shall contain a statement containing sufficient detail of the grounds for the appeal. Appeals shall be to the Special Magistrate who shall, after public notice and a public hearing, render a determination as soon as reasonably practicable, but in no event later than sixty (60) days after an appeal has been filed. The appeal shall be conducted as a de novo review of the evidence on record for the original review under the required findings of this section. The decision of the Special Magistrate shall be considered final city action and may be appealed within thirty (30) days to a court of competent jurisdiction as provided by law.

(g) Request form for reasonable accommodation.

(1) Contents of reasonable accommodation request form:

- a. Name and contact information of the applicant, and as applicable, the applicant's authorized representative;
- b. Information regarding property at which reasonable accommodation is requested, including the parcel address of such location and property identification number;
- c. Describe the accommodation and the specific regulation(s) and/or procedure(s) from which accommodation is sought;
- d. Reasons the accommodation may be necessary for the applicant or the individuals with disabilities seeking the specific accommodation; and if relating to housing, why the requested reasonable accommodation is necessary to use and enjoy the housing;
- e. Description of the qualifying disability or handicap;
- f. Other relevant information pertaining to the disability or property that may be needed by the city in order for it to be able to evaluate the request for reasonable accommodation;
- g. A statement as to whether the applicant is seeking the accommodation in order to make housing and/or provision of housing financially viable, with supporting documentation;

h. A statement as to the therapeutic necessity of the accommodation for the applicant, with supporting documentation;

i. If seeking a reasonable accommodation from the definition of family:

1. Proof of state licensure, as applicable to the location for which the reasonable accommodation is requested; or

2. Proof of certification pursuant to Section 397.487, Fla. Stat. as amended, or alternatively, certification under a nationally accredited agency or recognition or sanction by Congress if the accommodation is for or related to a recovery residence, as defined in Section 397.311, Fla. Stat.; and

3. All applicants must provide proof of satisfactory fire, safety, and health inspections as required by Section 397.487, Fla. Stat. or other applicable statute, as amended from time to time for the location for which the reasonable accommodation is requested;

j. Signature of applicant;

k. Date of application;

l. If on-site supervisor or manager, provide the name and contact information (phone and email) for each;

m. Disclosure of ownership interests of property; and

n. Consent of all property owners for application.

(h) Stay of enforcement. While an application for reasonable accommodation, or appeal of a determination of same, is pending before the city, the city will not enforce the subject zoning ordinance, rules, policies, and procedures against the applicant.

(i) Expiration of approvals. Approvals of requests for reasonable accommodation shall expire within one hundred eighty (180) days if not implemented.

(j) Revocation of reasonable accommodation.

(1) Any reasonable accommodation received shall be deemed revoked if the applicant or the property upon which the accommodation is granted is found in violation of any conditions of the approval granting the reasonable accommodation by a court of law or by the special magistrate hearing code enforcement cases.

(2) Failure to obtain state certification or a required state license, or failure to maintain state certification or a required state license or alternate certification permitted by this section, shall result in revocation of the reasonable accommodation and cessation of operations within sixty (60) days of termination of the license or certification.

(k) Annual certification. All reasonable accommodation requests approved by the city shall be valid for no more than one year and shall require annual recertification each year on or before February 1st. Recertification requests must be filed at least ninety (90) days before the conclusion of the end of the one-year period of effectiveness of the reasonable accommodation approval. The failure of the applicant to timely apply for annual recertification, or the denial of an annual recertification application, shall result in the revocation of the approved reasonable accommodation. Recertification requests shall follow the same submittal, review and procedural requirements as set forth above for new applications. If a reasonable accommodation is for a property which is required to be licensed or certified pursuant to this section or applicable state or federal law, then to be recertified an applicant must provide proof of active licensure or certification consistent with the requirements of section 34-733(g)(1)i.

(l) Revisions. Any changes to the use or property desired by the applicant or identified by the City, state, or any certifying or licensing entity after approval or during the recertification process which require an additional reasonable accommodation or amendment to the original reasonable accommodation approval shall be processed as an amendment to the original approval and such amendment application shall follow the same application and review process set forth herein for an original reasonable accommodation request.

(l) Severability. If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this Section 34-733, "Requests for Accommodation", is declared unconstitutional by the final and valid judgment or decree of any court of competent jurisdiction, this declaration of unconstitutionality or invalidity shall not affect any other part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this Section 34-733 "Requests for Accommodation".

SECTION 3. CONFLICTING ORDINANCES. That all ordinances and resolutions previously adopted by the City in conflict with this ordinance, or parts thereof, are repealed to the extent inconsistent herewith.

SECTION 4. SEVERABILITY. If any section, subsection, clause, or provision of this ordinance is deemed invalid or unconstitutional by a court of competent jurisdiction, such portion will become a separate provision and will not affect the remaining provisions of this ordinance.

SECTION 5. SCRIVENER'S ERRORS. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and

City Attorney, may be corrected with the endorsement of the City Manager without the need for a public hearing or further action by the City Council.

SECTION 6. CODIFICATION. The City Council intends that this ordinance will be made a part of the City of Jacksonville Beach Code of Ordinances.

SECTION 7. EFFECTIVE DATE. This ordinance shall take effect and be enforceable in all aspects immediately upon final reading and approval by the City Council for the City of Jacksonville Beach as authenticated herein.

AUTHENTICATED THIS ____ DAY OF JANUARY, A.D., 2026.

Christine H. Hoffman, Mayor

Molly Alleger, City Clerk

Approved as to form and legal sufficiency:

David Migut, City Attorney